

AZ Job Connection

ProviderLink User Training Guide

For

**Local Workforce Investment Area
Approvers**

www.azjobconnection.gov



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

July 2012
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WELCOME

PiaCere



INTRODUCTION

Thank you for participating in the AZ Job Connection (AJC) ProviderLink (application) training for Local Workforce Investment Area Eligible Training Provider (LWIA ETP) Approvers. The purpose of this training guide is to assist LWIA ETP Approvers with providing understanding how ProviderLink operates and providing guidance to ETP who submit programs for approval on the Eligible Training Provider List (ETPL).

LWIA ETP Approvers will be using AJC ProviderLink to review, pre-approve, and submit program(s) to their Local Workforce Investment Board (LWIB) for approval to display in AJC, ETPL. The system provides functionality for training providers to enter and edit information about their training institution and the programs they offer. The ETP State Administrator and the LWIA ETP Approvers have the same access as training providers to the providers account, record and programs. The Arizona Department of Economic Security is responsible for the administration, management, review, and approval of ETPs and their programs.

CONTACT INFORMATION

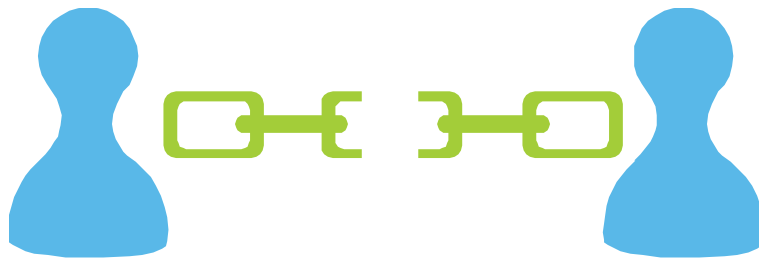
Below is contact information if you need assistance with AJC:

Contact the ETP State Administrator (state administrator) for assistance with the application or questions about approval requirements for your institution:

Sandra Bufford
Eligible Training Provider State Administrator
Mailing Address - P. O. Box 6123, S/C 920-Z, Phoenix, AZ 85005
Physical Location - 1789 W. Jefferson, Phoenix, AZ 85007
Office – (602) 542-6325
Fax – (602) 542-2491
sbufford@azdes.gov

Training providers are notified to contact your Local Workforce Investment Area (LWIA) ETP Approver (local area) for questions about your programs, Workforce Investment Act (WIA), Trade Adjustment Assistance (TAA), and program approval. The LWIB contact e-mail address can be found on the Training Provider Detail page, at the bottom of the page.

WHAT IS PROVIDERLINK?



PROVIDERLINK AND PROVIDERLINK APPROVAL PROCESS

ProviderLink functions as the Eligible Training Provider List (ETPL) for WIA and TAA participants. For additional information on WIA and TAA eligibility, providers are directed to contact their LWIA ETP Approver.

ProviderLink is designed to flow as one process. Training providers (providers) self-register, by creating an account (Username and Password) and completing a provider record which consist of the following pages:

- Training Provider Details
- Eligibility
- Debarment
- Institution Info
- One program

Before a provider can be approved for inclusion on AJC as an approved training provider, the following documents are requested for review and approval by the ETP State Administrator:

1. Current license from appropriate **Arizona** licensing authority.
2. Certificate of Liability Insurance naming Arizona Department of Economic Security (ADES) as the Certificate Holder and named as an additional insured with a \$2 million General Aggregate Limit. Our mailing address is P.O. Box 6123, S/C 920-Z, Phoenix, AZ 85005. Attn: ETP State Administrator.
3. Results from the latest financial audit or a cover letter from the last financial review.
4. Student grievance policy.
5. Student refund policy and procedures.

PROVIDER APPROVAL PROCESS

The provide account information displays in the state administrator “Pending New User” queue for approval. Providers must wait 24 hours for their account to be approved and providers must wait at least 72 hours before contact the ETP State Administration for the status of their account. After the account is approved, providers can access their provider record and program to update and edit information about their training institution and the program they offer.

Any program of an **approved** provider can be displayed in AJC whether it is a WIA Approved program or not. AJC provides a variety of valuable resources to its customers. A customer that may not be eligible for a program such as WIA may wish to pursue training on their own and AJC is providing the customer with many choices in regard to programs that are available to them.

The provider’s information and program(s) display to the public on the AJC website www.azjobconnection.gov. If the provider is WIA Approved this also displays.

If, the provider selected ‘Yes’ they wish to apply for WIA Approval” the program will display in the local area “Pending Initial Programs” queue. The program will display to the public (and in ServiceLink) as a non-WIA-Approved program, until approved by the local area coordinator and the state administrator.

If, the provider selected ‘No’ they do not wish to apply for WIA Approval” the program will not display in the local area “Pending Initial Programs” queue. The program will display to the public (and in ServiceLink) as a non-WIA-approved program.

PROVIDERLINK ACCOUNTS

ProviderLink has three types of users: self-service training providers, LWIA ETP Approvers, and an ETP State Administrator.

- Self-service training provider accounts and records are created by provider's representatives and approved by the ETP State Administrator.
- LWIA ETP Approvers are responsible for reviewing and presenting provider programs to the Local Workforce Investment Board (LWIB) members for further review and approval.
- ETP State Administrator reviews provider account and record for compliance with the WIA State Plan and Federal Regulations, Arizona licensing, certificate of liability insurance, grievance policy, refund policy and financial status.
- ETP State Administrator has final approval for all WIA programs approved at the local level and additional users that attached to existing approved providers.

Once a provider is approved, a Provider Menu displays with links to navigate and access provider information such as programs, program eligibility, institution information, adding a program, and manage programs.

Additional user accounts can be created and associated with an existing provider. One provider record can have multiple user accounts.

ProviderLink also has a **My Account** page where users can update their user contact information – the information in **My Account** is associated with the Username and Password entered at the point of login

GETTING STARTED

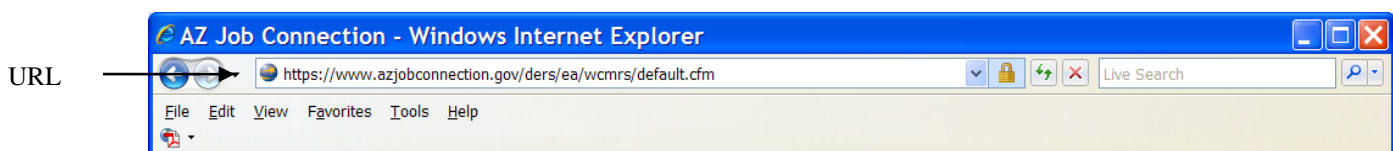


GETTING STARTED

Open up an Internet Browser preferable Internet Explorer, but you can also use Firefox or Safari.

Type the following address into the URL.

www.azjobconnection.gov



This will take you to the **AZ Job Connection Presentation/Home** page.

Chapter 1 AJC Presentation/Home (Login) Page:

The AZ Job Connection (AJC) Presentation/Home page is displays.

The **AJC Presentation/Home** and login page is the first page everyone sees; visitors; providers, staff, clients, customers, students, provider approvers, employers, Budget, Trade Adjustment Assistance (TAA) and Workforce Investment Act (WIA) participants, Administrators, etc.

AZ Job Connection has three different databases. Your login determines which database you have access to:

- **ProviderLink** – training providers, LWIA Approvers, ETP State Administrator
- **ServiceLink** – Job Seekers and Employers
- **FiscalLink** – Fiscal and Budget Units

The links on the **Control Panel**, located on the left, offer information about different Arizona Department of Economic Security (ADES) and non-ADES programs.

Logging in is not required to view or access most of the information on the **Control Panel**.

URL → <https://training.azjobconnection.gov/ders/ea/wcmrs/>

Control Panel →

Home
Find a Job
Find Employees
Resources
Contact
FAQ/Help
Job Fairs

Quick Links
Arizona State Jobs
Labor Market Information
Rapid Reemployment
Unemployment Insurance
Rehabilitation Services
Veteran Priority of Services
Other Services
FiscalLink User Guide

Statistics
2453 Jobs
1552 Resumes

Job Seeker
Get help selecting a new career, finding a new job, locate suitable education or training, and connect with job fairs.

Employer
Analyze the labor market. Determine competitive starting salaries, review suitable training, place job orders, and find suitable candidates.

FAQs/Help
If you have a question or cannot find what you are looking for, click here for assistance.

Username

Password

Forgot your password?
Learn more:
Job Seekers
Employers

LANGUAGES | SECTION 508 COMPLIANT | EEO | PRIVACY STATEMENT | PROTECT YOURSELF | BROWSER HELP

At the bottom of the **Presentation/Home** page, and each page thereafter, there are links with additional consumer information:

- Language – displays a translator panel that has the capability to translate AJC information into more than 20 different languages.
- Section 508 Compliant - displays Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d).
- EEO – displays an equal opportunity statement.
- Privacy Statement – displays the DES Privacy Statement. Pursuant to A.R.S. § 41-3901 et seq., all agencies of the State of Arizona shall contain a Privacy Policy Statement. This disclosure addresses collection, use, security of, and access to information that may be obtained through the use of the ADES web site.
- Protect Yourself – displays tips on how customers can protect themselves on the Internet. Talks about some of the most common schemes and others scams that may exist.
- Browser Help – tells users which Browsers best support the AJC application and recommends Browsers and settings for best results.

Return to the **Presentation/Home** page.

Under the **Quick Links** title are links that display various ADES and Federal programs that are outside of the AZ Job Connection application.

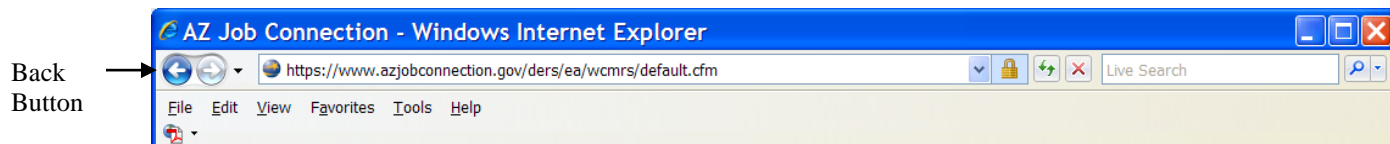
The screenshot shows the AZ Job Connection website. At the top, there is a banner with the Arizona Workforce Connection logo, the State of Arizona logo, and the AZ.GOV logo. Below the banner is a navigation menu on the left with links: Home, Find a Job, Find Employees, Resources, Contact, FAQ/Help, Job Fairs, Quick Links, and Statistics. The Quick Links section is highlighted with a red box and an arrow pointing to it. The Statistics section shows 15278 Jobs and 14620 Resumes. The main content area has three sections: Job Seeker, Employer, and FAQs/Help. The Job Seeker section has a red box around the text 'Get help selecting a new career, finding a new job, locate suitable education or training, and connect with job fairs.' The Employer section has a red box around the text 'Analyze the labor market. Determine competitive starting salaries, review suitable training, place job orders, and find suitable candidates.' The FAQs/Help section has a red box around the text 'If you have a question or cannot find what you are looking for, click here for assistance.' On the right side, there is a login form with fields for Username and Password, a Log in button, and links for 'Forgot your password?' and 'Learn more: Job Seekers Employers'. A red box and an arrow point to the login form with the text 'Login here.'

If you select one of these links, below is a view of the page you will see. This page notifies you that you are now leaving the AZ Job Connection website.

The screenshot shows the 'Leaving AZ Job Connection' page. The navigation menu on the left is the same as the previous page. The main content area has a title 'Leaving AZ Job Connection' and a message: 'The site you are about to visit is not a part of AZ Job Connection. We cannot be responsible for its content.' Below this, there is a link 'Unemployment Insurance (Opens in new window)' and a message: 'Please use your back button to return to the page you were viewing.'

Please use the back arrow to return to the **Presentation/Home** page previously reviewed. See the next page for the location of the back arrow.

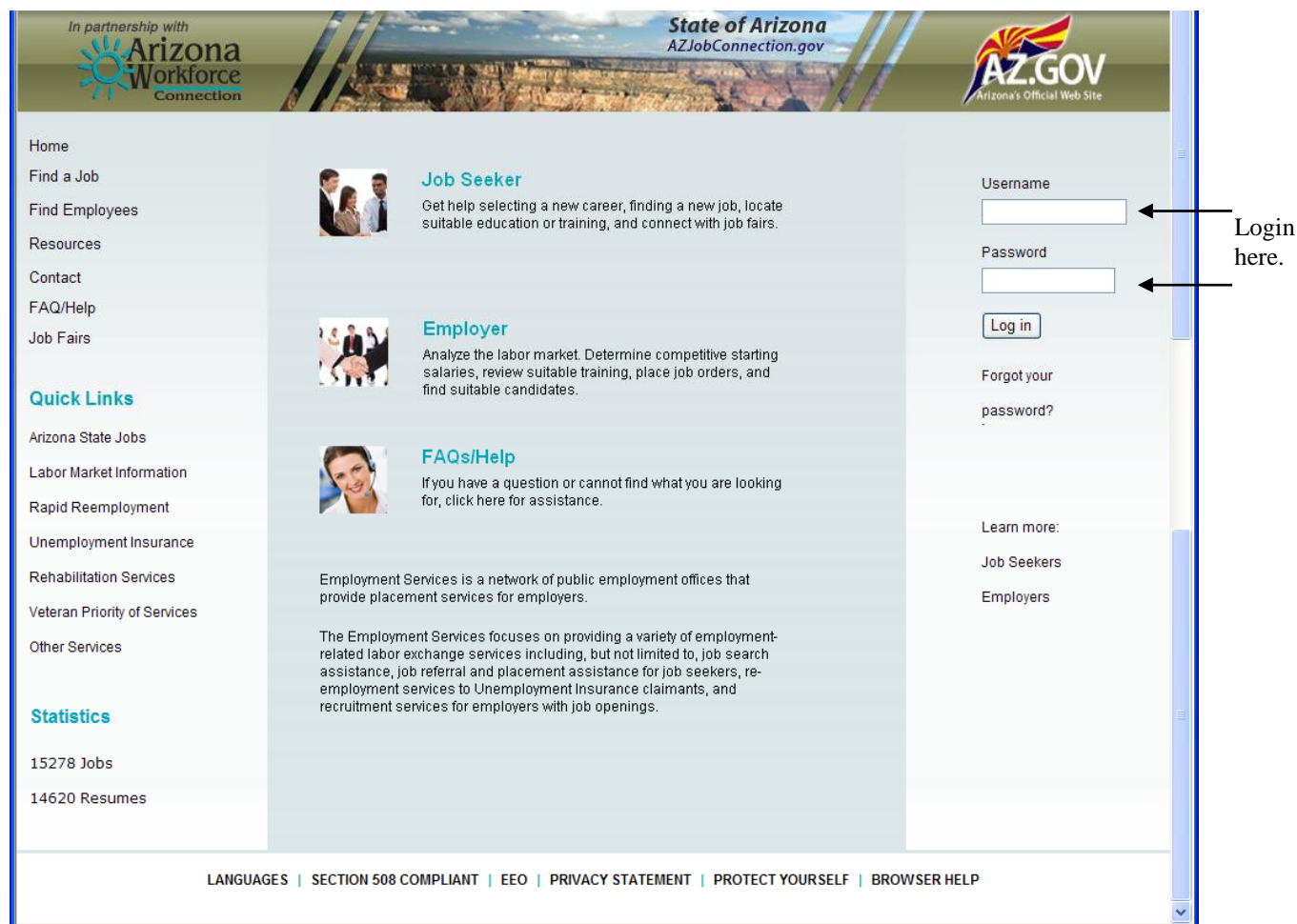
The back arrow is located at the top of the page next to the URL.



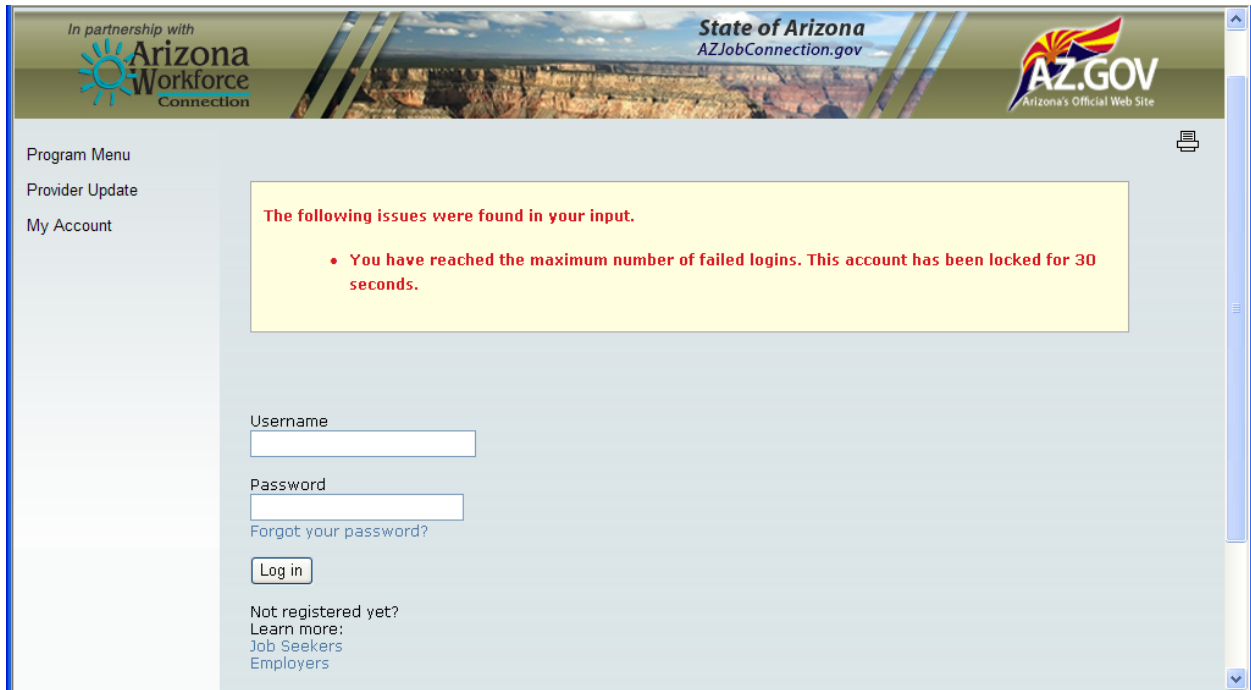
On the right side of the **Presentation/Home** page, enter your Username and Password to log in.

If you do not have a Username and Password, proceed to **Page 28 Training Provider**

Registration Process.



FYI - When logging in, if you exceed the number of allowable attempts (3), an error message will display indicating you must wait for 30 to 90 seconds before attempting to login again. Contact the EA Help Desk if you are unable to log in (see the Welcome page for contact information).



The screenshot shows the login interface for the Arizona Workforce Connection. At the top, there is a banner with the Arizona Workforce Connection logo, the State of Arizona logo, and the AZ.GOV logo. On the left, there is a sidebar with links: Program Menu, Provider Update, and My Account. The main content area displays a yellow error box with the text: "The following issues were found in your input." followed by a red bullet point: "• You have reached the maximum number of failed logins. This account has been locked for 30 seconds." Below the error box, there are input fields for Username and Password, a link for "Forgot your password?", and a "Log in" button. At the bottom, there is a link for "Not registered yet? Learn more: Job Seekers Employers".

Once logged in, the **Welcome Back!** page will display providing your previous login history.

Click on the Continue button at the bottom of the page to display the next page and complete the log in process.

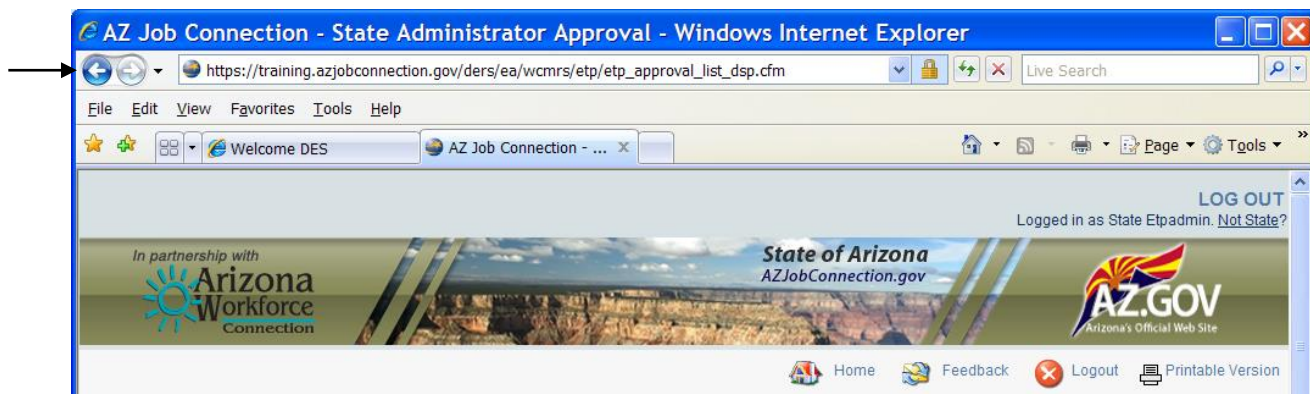


The screenshot shows the "Welcome Back!" page after a successful login. At the top, there is a banner with the Arizona Workforce Connection logo, the State of Arizona logo, and the AZ.GOV logo. In the top right corner, there is a "LOG OUT" button and the text "Logged in as State Etpadmin.". The main content area displays the "Welcome Back!" heading, followed by a message: "You were last logged in to AZ Job Connection on January 06, 2012 at 8:38:26 PM. Within the last 44 days, 6 unsuccessful logins have been attempted. The most recent unsuccessful login attempt was on January 06, 2012 at 8:16:31 PM. If you have any questions or concerns about access to your account, please contact AZ Job Connection Support or 602-771-0453. Click the Continue button below to complete your login." At the bottom, there is a "Continue" button, which is pointed to by an arrow from the left.

Chapter 2 Entering Data Into ProviderLink

Before you begin: NOTE – At this point, you cannot use the back arrow on every screen. If you are on a screen that requires entering of any type of data, using the back arrow will remove any new data you have entered or existing data you have changed.

Back
arrow



If there is a Save/Continue or Save/Return button located at the bottom of the page, these buttons should always be used in place of the back arrow.

A screenshot of a web form titled "Approved WIA Youth Services Provider". The form has a light blue background. It contains the text "Approved WIA Youth Services Provider" and "Local WIB Email Address" followed by the email address "rbarcelo@mail.maricopa.gov". Below the form, there are three buttons: "Save/Continue", "Save/Return", and "Clear Changes". A black arrow points from the left to the "Save/Continue" button. At the bottom of the page, there is a footer with links: "LANGUAGES | SECTION 508 COMPLIANT | EEO | PRIVACY STATEMENT | PROTECT YOURSELF | BROWSER HELP".

Required Fields:

When completing information in ProviderLink, required fields are marked with a light blue asterisk *. Failure to complete all required fields will result in a submission error. You will not be allowed to proceed until all required fields have been completed.

Approval Menu
Provider Menu
Provider Search
My Account
Local Admin Entity

Training Provider Details - Accord Healthcare Institute

Enter basic information for the training provider.

* indicates a required field

Local WIB Number 5

Identifier Number 14013

* Training/Education Institution Name Accord Healthcare Institute

* Training/Education Institution Address 6049 N 43rd Ave

* Training/Education Institution City Phoenix

* Training State/Education Institution State AZ

Asterisk

Submission errors display in red texts. If you attempt to continue without completing all required fields, an error message displays and the fields missing required information are noted by a red circle with a red x inside next to the information that needs to be corrected. You must correct the entries before proceeding to the next page.

Home >> Resources >> Training Providers >> Training Provider Registration

The following issues were found in your input.

- Please enter either Contact Phone or Email
- Passwords must contain letters, numbers and special characters such as !@#\$%^&*()+={};:;?/.,/\~

* Username (6 to 10 characters) April 1

* Password (8 to 20 characters)

* Repeat Password

Chapter 3

PROVIDER REGISTRATION PROCESS



Chapter 4 Provider Registration Process

All providers have access to AJC through the www.azjobconnection.gov URL. New training providers can self-register their institution and one program initially. Additional programs can be added to each location after the new provider account, record, and their initial program is approved. Providers are approved by the ETP State Administrator and programs are approved by the LWIA ETP Approvers. Most LWIB members meet once a month. If your program is submitted right before the Board meeting, your program may be approved quickly. If you submit your program right after the LWIB meets, it may take up to 30 days. ***NOTE: The Mohave/La Paz LWIB only meets once every quarter (4 times a year) so it could take our Board longer than 30 days depending when the program has been submitted within that quarter.***

Return to the **Presentation/Home** page

In partnership with
Arizona Workforce Connection

State of Arizona
AZJobConnection.gov

AZ.GOV
Arizona's Official Web Site

Home
Find a Job
Find Employees
Resources
Contact
FAQ/Help
Job Fairs

Quick Links
Arizona State Jobs
Labor Market Information
Rapid Reemployment
Unemployment Insurance
Rehabilitation Services
Veteran Priority of Services
Other Services
FiscalLink User Guide

Statistics
2465 Jobs
1645 Resumes

Job Seeker
Get help selecting a new career, finding a new job, locate suitable education or training, and connect with job fairs.

Employer
Analyze the labor market. Determine competitive starting salaries, review suitable training, place job orders, and find suitable candidates.

FAQs/Help
If you have a question or cannot find what you are looking for, click here for assistance.

Employment Services is a network of public employment offices that provide placement services for employers.

The Employment Services focuses on providing a variety of employment-related labor exchange services including, but not limited to, job search assistance, job referral and placement assistance for job seekers, re-employment services to Unemployment Insurance claimants, and recruitment services for employers with job openings.

Username

Password

Log in

Forgot your password?

Learn more:
Job Seekers
Employers

LANGUAGES | SECTION 508 COMPLIANT | EEO | PRIVACY STATEMENT | PROTECT YOURSELF | BROWSER HELP

The **Presentation/Home** page displays.

Move your pointer over **Resources** to show highlighted flyouts and display the **Training Provider Registration** link (do not click on the highlight links yet):

- **Resources,**
 - **Training Provider**
 - **Training Provider Registration** – *click on this link to display the New User Registration page.*



The **New User Registration** page displays.

CREATING A USER ACCOUNT

On the **New User Registration** page, providers can create a provider account (Username and Password).

The process to create a new provider account, a new provider record, and add one program is designed as one flow. First we will create a Username and Password.

**A new account, training record, and one program must be created
for each training provider location. Provider locations should not be combined.**

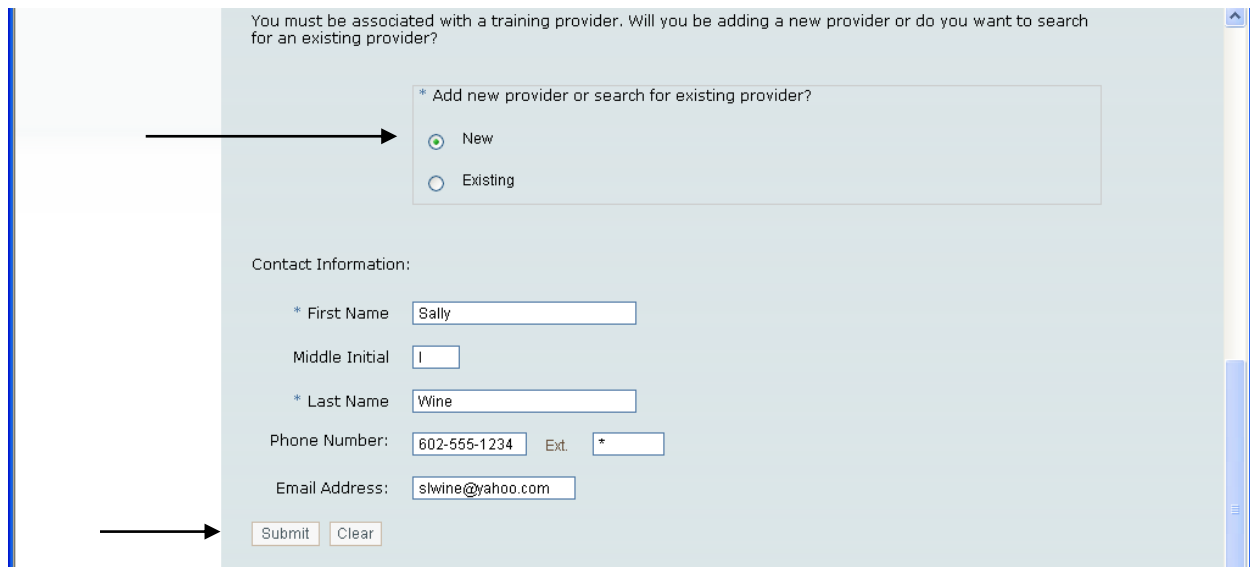
There are two ways to create a user account:

- **First time “New” providers** – a new provider is one who was not registered in ArizonaHeat or has never registered AJC. If you had an account in ArizonaHeat you are not a new provider and can use your ArizonaHeat Username and Password to get started. If you already have one approved location but are adding an additional location you are considered a new provider.
- **Attach to an “Existing” account** – If you are an approved provider and want to add additional users to a specific institutions location (each institutions location is viewed as a separate location) additional user can be added to that specific provider location. For instance if you have locations in Tempe, Mesa, Tucson, and Flagstaff, new users must create a Username and Password for each location to be able to manage provider information for that location. *This will be covered in more detail in its own section.*

Follow the guidelines to create a Username (must include one letter) and a Password (must use at least one letter and one of the symbols list. The keyboard has more symbols than are list so you must select the symbol from the list provided.

The screenshot shows a web application interface for 'New User Registration'. On the left is a vertical navigation menu with links: Home, Find a Job, Find Employees, Resources, Contact, FAQ/Help, and Job Fairs. The main content area has a breadcrumb trail: Home >> Resources >> Training Providers >> Training Provider Registration. Below the breadcrumb is the title 'New User Registration' and a note: '* indicates a required field'. A paragraph explains that accounts must be approved before updating provider information, with a 24-hour validation period and a 72-hour wait for e-mail notifications. Below this, a section titled 'Please enter a Username and Password' states that Job Link requires strong passwords. It lists special characters: !@#\$%^&*()+={ } ; : , . / ~ - . There are three input fields: 'Username (6 to 10 characters)' with the value '@stella9', 'Password (8 to 20 characters)' with masked dots, and 'Repeat Password' also with masked dots. A small printer icon is in the top right corner of the content area.

Select **New**, enter your contact information, and click on Submit to display the **Training Provider Details –Add New Provider** page.



The screenshot shows a web form titled "You must be associated with a training provider. Will you be adding a new provider or do you want to search for an existing provider?". Below the title is a section with two radio buttons: "New" (selected) and "Existing". Below this is a "Contact Information:" section with several input fields: "First Name" (Sally), "Middle Initial" (I), "Last Name" (Wine), "Phone Number" (602-555-1234), "Ext." (*), and "Email Address" (slwine@yahoo.com). At the bottom are "Submit" and "Clear" buttons. Two black arrows point to the "New" radio button and the "Submit" button.

You must be associated with a training provider. Will you be adding a new provider or do you want to search for an existing provider?

* Add new provider or search for existing provider?

☒ New
☐ Existing

Contact Information:

* First Name: Sally

Middle Initial: I

* Last Name: Wine

Phone Number: 602-555-1234 Ext. *

Email Address: slwine@yahoo.com

Submit Clear

For security reasons your account must be approved before you are allowed to update provider information or add additional programs. This validation process is usually accomplished within 24 hours; however, please wait for 72 hours before making inquiries. If you provide an e-mail address, you will receive an e-mail notification that your account has been approved by the ETP State Administrator.

CREATING A PROVIDER RECORD

*Refer to the **Fields for Training Provider Details** table located in the back section of this training guide for an explanation on the information required in each field.*

By completing the following pages you will create your training provider record:

- Training Provider Details - Provider contact information, web site, requires your institutions 9-digit FEIN, and e-mail address.
- ETP Application Equal Opportunity (EO) Assurance Eligibility – Acceptance of this document is a condition to the award of financial assistance from the Department of Labor for Workforce Investment Act (WIA) and Trade Adjustment Assistance (TAA) participants.
- Eligibility – Type of training institution, public private, non-profit, Sectarian, type of degrees, licenses, or certificates offered and competency recognized by employers.
- Debarment – Legal issues with government which would prevent your institution from doing business with a government entity.
- Institution Info – Institutions, accreditations, approval, registration, or license by, type of financial aid offered to students.

After creating a training provider record, the system will prompt you to enter one program.

Click on Submit, to display the **Training Provider Details – Add New Provider** page.

Training Provider Details – Add New Provider page displays.

This page asks for general training provider information, name, location, contact information, web site, indicates if you are an “Approved WIA Youth Services Provider”, and provides a link to create an e-mail addresses. Providers must enter their 9-digit FEIN on this page (contact your Accounting Office if you do not have this information).

If you are an out-of-state provider covered under a reciprocal agreement with Utah, Colorado, Nevada or New Mexico, enter Maricopa County as your “Contact City” and Zip Code” 85234. When asked for your appropriate Arizona licensing authority, be sure to mention which state reciprocal agreement you are covered under. Otherwise you will be denied inclusion in AJC.

ProviderLink will automatically create a system-generated **Provider Number** and. **Training Agent ID** number. These two numbers will be the same. The Budget Unit will enter the **Vendor ID** number if required. *Refer to the **Fields for Training Provider Details** table located in the back section of this training guide for an explanation on the information required in each field when creating a record.*

Program Menu
Provider Update
My Account

Training Provider Details - Add New Provider

Enter basic information for the training provider.

* indicates a required field

* Training/Education Institution Name: Institution of Cars

* Training/Education Institution Address: 1234 N. Halway

* Training/Education Institution City: Gilbert

* Training State/Education Institution State: AZ

Training/Education Institution Zip Code: 85234 - 6325

* Training/Education Institution County: Maricopa

* Training/Education Institution Telephone Number: 602-555-8752 Ext. *

Training/Education Institution Fax Number:

General Email Address: lofCars@yahoo.com

Web Site Address: www.lofCars.edu

Web Site Link

* FEIN: 789456123

Training Agent ID: 126

Vendor ID: 12

* Contact Person: Sally Wine

* Contact Address: 1234 W. Dover Street

* Contact City: Gilbert

* Contact State

* Contact Zip Code -

* Contact Telephone Number Ext.

Contact Fax Number

Contact Email Address

* Institution/Organization Type

Approved WIA Youth Services Provider ☐ No

If you do not have an e-mail account, click the following link for a list of [free Internet e-mail providers](#)

If you do not have an e-mail address click on the “free Internet e-mail providers” link for a list of Internet providers where you can create a free e-mail account.

Click on Save/Continue to display the **ETP Application EO Assurance** page.

ETP Application Equal Opportunity (EO) Assurance page displays.

Carefully review the EO information. “No” is the default button and compliance is required. If your training institution agrees with these requirements, select "Yes" then click on the Submit button. If your training institution cannot assure compliance, click on the Submit button to terminate the application process and return to the AJC Home page. “

The screenshot shows the 'ETP Application EO Assurance' page. On the left is a navigation menu with links: Approval Menu, Provider Menu, Provider Search, My Account, and Local Admin Entity. The main content area contains several paragraphs of text regarding the Equal Opportunity Assurance. At the bottom, there is a section with the instruction: 'You must answer yes to continue, if you answer no you will be returned to the Login Page.' Below this instruction are two radio buttons: 'Yes' and 'No'. The 'No' radio button is selected by default. Below the radio buttons is a 'Submit' button. Two black arrows point from the left margin to the 'Yes' and 'No' radio buttons, and another arrow points to the 'Submit' button.

Approval Menu
Provider Menu
Provider Search
My Account
Local Admin Entity

ETP Application EO Assurance

As a condition to the award of financial assistance from the Department of Labor under Title I of WIA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I- financially assisted program or activity;

Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color, and national origin;

Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I- financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I- financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

This assurance applies to the approval of a training provider to display information about their training/educational institution and programs to those individuals seeking such information on JobLink. The undersigned understands that JobLink has the right to remove the training provider's information from JobLink for non-compliance.

For training providers who submit training program applications for approval as a WIA Eligible Training Provider (ETP), this assurance applies to the ETP operation of the WIA Title I- financially assisted program or activity, and to all agreements the ETP makes to carry out the WIA Title I financially-assisted program or activity. The undersigned understands that the United States has the right to seek judicial enforcement of this assurance.

For training programs approved for the WIA ETP list, the training provider further agrees to collect and provide the program performance and cost information required by WIA and the Governor's Council on Workforce Policy (GCWP), and to accept the Individual Training Account (ITA) payment method.

You must answer yes to continue, if you answer no you will be returned to the Login Page.

☐ Yes
☒ No

Submit

Click **Submit** to display the **Eligibility** page.

Eligibility page displays.

This page ask for information about postsecondary eligibility, licensing, apprenticeship programs, community based organizations, joint vocational schools proprietary school, degrees, certification, or licenses the provider institution has. **Providers are required to be licensed in the State of Arizona to be an approved provider on the Eligible Training Provider List (ETPL).**

Refer to the **Fields for [Provider]** table if assistance is needed.

Approval Menu
Provider Menu
Provider Search
My Account
Local Admin Entity

Eligibility - Arizona School of Integrative Studies

Type of Training Institutions

Complete the information regarding training provider eligibility by checking all applicable boxes below .

Postsecondary eligible to receive Title IV funds from Higher Education Act (HEA) and provides an associate degree, baccalaureate degree or certificate

☐ Public
☐ Private
☐ Non-Profit
☐ Sectarian

Postsecondary not providing an associate degree, baccalaureate degree or certificate

☐ Public
☐ Private
☐ Non-Profit
☐ Sectarian

Registered Apprenticeship program under National Apprenticeship Act

☐ Public
☐ Private
☐ Non-Profit
☐ Sectarian

Community Based Organization

- ☐ Public
- ☐ Private
- ☐ Non-Profit
- ☐ Sectarian

Joint Vocational School

- ☐ Public
- ☐ Private
- ☐ Non-Profit
- ☐ Sectarian

Proprietary School

- ☐ Public
- ☐ Private
- ☐ Non-Profit
- ☐ Sectarian

Other (identify below)

- ☐ Public
- ☐ Private
- ☐ Non-Profit
- ☐ Sectarian

Other Type(s) of Institution

If you checked 'Other' as the Institution type, describe the Institution below.

Other
(Please
specify
if
selected
above)

Additional Info

Please answer the following question.

Is your training/education institution authorized with your state to provide a program of education beyond secondary education?

- ☐ Yes
- ☒ No

Degrees Offered

Please answer the following questions concerning types of degrees offered by the institution.

Associate Degree

- ☐ Yes
☒ No

Baccalaureate Degree

- ☐ Yes
☒ No

Certificate

- ☐ Yes
☒ No

License

- ☐ Yes
☒ No

Competency of Skill Recognized by employer

- ☐ Yes
☒ No

Additional Skills or Competencies Generally Recognized by Employers

- ☐ Yes
☒ No

Other (please see below)

- ☐ Yes
☒ No

Other Type(s) of Degrees

Please describe other types of degrees that the institution offers.

Other
(Please
specify
if
selected
above)

Save/Continue

Clear Changes

Click on Save/Continue and you will display the **Debarment** page.

Debarment page displays.

Debarment is the act of prevention by legal means from doing business with a government entity (state or federal). This question is for any legal issues the institution may have currently or had in the past with the federal government. If you have a history of debarment issues, you may be denied access to AJC.

The screenshot shows the 'Debarment - Arizona Institute of Tehcnology' page. The header includes the Arizona Workforce Connection logo, the State of Arizona AZJobConnection.gov logo, and the AZ.GOV logo. A navigation bar contains links for Home, Feedback, Logout, and Printable Version. A sidebar on the left lists menu items: Approval Menu, Provider Menu, Provider Search, My Account, and Local Admin Entity. The main content area is titled 'Debarment Status' and asks the user to answer the following question: 'Is your training/education institution listed on any state or federal debarment lists?'. There are two radio button options: 'Yes' and 'No'. Below this, it says 'If yes, please indicate the name(s) and date(s) of your institution's debarment(s)'. There are three sets of input fields for this information: Name of First Debarment List, Date of First Inclusion, Name of Second Debarment List, Date of Second Inclusion, Name of Third Debarment List, and Date of Third Inclusion. At the bottom, there are three buttons: 'Save/Continue', 'Save/Return', and 'Clear Changes'. An arrow points to the 'Save/Continue' button.

LOG OUT
Logged in as State Etpadmin. [Not State?](#)

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State of Arizona
AZJobConnection.gov

AZ.GOV
Arizona's Official Web Site

Home Feedback Logout Printable Version

Approval Menu
Provider Menu
Provider Search
My Account
Local Admin Entity

Debarment - Arizona Institute of Tehcnology

Debarment Status

Please answer the following question.

Is your training/education institution listed on any state or federal debarment lists?

☐ Yes
☒ No

If yes, please indicate the name(s) and date(s) of your institution's debarment(s).

Name of First Debarment List

Date of First Inclusion

Name of Second Debarment List

Date of Second Inclusion

Name of Third Debarment List

Date of Third Inclusion

Save/Continue Save/Return Clear Changes

If there are no Debarment issues click on Save/Continue and you will display the **Institution Info** page.

Institution Info page displays.

Providers enter information about their institution, who they are licensed by, accreditations (if applicable), tuition, financial aid programs, scholarships, grants, etc. *Training providers must be licensed in the State of Arizona to be displayed on the ETPL.*

The screenshot shows the 'Institution Info - Phoenix PMI Institute' page. The header includes the Arizona Workforce Connection logo, the State of Arizona AZJobConnection.gov logo, and the AZ.GOV logo. A user is logged in as Sandy Harrell. The page has a sidebar with links to Program Menu, Provider Update, and My Account. The main content area contains a 'LOG OUT' link and a 'Printable Version' link. The 'Institution Info' section includes a description: 'Complete the fields with your institution's approval, tuition and financial aid information and click the 'Save' button.' The 'Approving Organization/Agency Approval' section contains several form fields: 'Accredited:' with radio buttons for 'Yes' and 'No' (selected), 'Accredited by:' with a text box, 'Approved:' with radio buttons for 'Yes' and 'No' (selected), 'Approved by:' with a text box, 'Registered:' with radio buttons for 'Yes' and 'No' (selected), 'Registered with:' with a text box containing 'State of Arizona', and 'Licensed:' with radio buttons for 'Yes' and 'No' (selected).

LOG OUT
Logged in as Sandy Harrell. [Not Sandy?](#)

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State of Arizona
AZJobConnection.gov

AZ.GOV
Arizona's Official Web Site

Home Feedback Printable Version

Program Menu
Provider Update
My Account

Institution Info - Phoenix PMI Institute

Complete the fields with your institution's approval, tuition and financial aid information and click the 'Save' button.

Approving Organization/Agency Approval

Accredited:

☐ Yes
☒ No

Accredited by:

Approved:

☐ Yes
☒ No

Approved by:

Registered:

☒ Yes
☐ No

Registered with:

Licensed:

☐ Yes
☒ No

Licensed by:

Tuition and Financial Aid

Does your institution have a tuition refund policy?

- ☒ Yes
☐ No

Does your institution have access to or offer the following financial aid?:

- ☒ Yes
☐ No

Federal Grants:

- ☒ Yes
☐ No

List:

State Grants:

- ☒ Yes
☐ No

List:

Local Grants:

- ☐ Yes
☒ No

List:

Scholarships:

- ☐ Yes
☒ No

List:

Fellowships:

☐ Yes

☒ No

List:

Training/Education Institution Grants:

☐ Yes

☒ No

List:

This completes the process of creating a provider account and record.

The account and record will display in the ETP State Administrators approval queue for approval. Once approved, the user will receive a system-generated e-mail.

This process is the same for:

- New providers and,
- Providers adding additional locations on AJC.

Click on Save/Continue to display the **Program Description** page and begin the process to enter one provider program for approval.

The provider account, record, and program must all be approved to complete the process for providers to display on AJC ETPL approval list.

ENTERING A PROGRAM



ENTERING A PROGRAM

When providers create an account and record they also submit one program for the LWIA ETP Approvers to present to their LWIB members for approval. Only after the provider and program is approved, can providers submit additional programs for approval through the LWIB members to be listed on AJC.

Programs can take up to 30 days to be approved. LWIBs meet monthly except for the Mohave/La Paz LWIB. They only meet once every quarter (4 times a year) so it could take longer than 30 days depending on when the program has been submitted within that quarter).

PROGRAM DESCRIPTION PAGE

It is the intent of all LWIA ETP Approvers to ensure that all information entered into the system is accurate and complete. This also includes updating the program if it changes after approval (contact information, number of hours, program costs, location of school, etc.) The system connects the data and description of programs directly to the candidates seeking training and education. Therefore, the ETPL system relies on accurate and detailed information from the provider. Incomplete or missing information could possibly exclude your program from search results and delay acceptance of the program by the LWIA.

Areas to ensure that are complete include the following fields:

1. **Program Name** – spelled correctly and reflects an accurate title and correlated to the program name
2. **Total Credit Hours** – the program should have a basis in which the total contact time is measured
3. **Training Location** – address reflects which entity approves the program
 - a. Maricopa County – reflects all areas in Maricopa County which are not within the City of Phoenix boundary – Zip Codes 852 or 853
 - b. City of Phoenix – located in the City of Phoenix - Zip Codes 850

4. **Financial Aid Offered** – reflect the type of financial aid offered. WIA is not considered financial aid and cannot be listed as a means to pay for the programs since the candidates are required to meet with a CGS and be deemed a suitable candidate prior to being accepted for training. Acceptable forms of financial aid are those offered through your institution or federally funded programs such as Pell Grant and Safford Loans.
5. **Refund policy** – reflect a refund policy. Can be directed back to the course catalog or program information. Information must be accurate and again this information will be displayed to the participant researching programs as part of the program's profile. Since it is a requirement for registration to become a training provider, the refund policy must be submitted.
6. **Program Cost Items** – costs must be broken out across the program costs categories and not lumped as one cost, especially if certification or tests are to be administered by another authorizing entity for a fee. This area should reflect the program description as described in the course description.
7. **Curriculum** – if an authorizing entity is providing accreditation (and usually a certificate or credential designation) then the information must be entered and marked. Also, indicate if the curriculum is competency based.
8. **Occupation Codes** – must be complete and accurate. Program type and occupation type must be accurate and relate to the type of training being offered, not what the training is the basis of and could potentially lead. The wage information for the career must also be included as accurately as possible and can be obtained directly from the [O*NET](#). Required certifications for occupations must also be entered and correlate to the authorizing entity in the previous sections. Information can be obtained from [O*NET Online](#).
9. **Program Synopsis** - include the following fields in the synopsis section to outline the total costs associated with the program. This information is required in this field because the system does not enable the Career Guidance Specialist to view the fees associated with the program when evaluating instructional programs with the client.

This section is meant to describe the program's elements and not meant to be an advertising space for the provider. Please use the following headings to summarize costs for the program after the program synopsis. **The system will not accept a range (500 – 400), comma, or dollar (\$) signs. Enter the cost as 1200.00**

- a. Total Cost of Program
- b. Certificate Costs
- c. Cost of Books
- d. Cost of Tuition
- e. All Exam/ Testing Fees – broken out if multiple tests needs to be completed, please provide a name / description for each with the associated fee
- f. Fees which the participant would be responsible and not covered by the WIA program or included in tuition fees
- g. Website link to the program – **specific location** where program information is located on the providers website, not just the website of the provider
- h. Additional information required by the potential participant to enroll or qualify for the program

Remember, the information entered into the program descriptions directly affect the client's ability to locate training providers based on their desired area of study and credential information entered on the AZJobConnection.gov site.

OUT-OF-STATE PROVIDERS

Out-of-state provider applying for inclusion on the AJC ETPL should select the following option to ensure their program information display in **Maricopa County** for approval:

- a. County – Select Maricopa County
- b. Zip Codes – Enter 85234

This will ensure your program will display in the program pending approval queue in Maricopa County.

Program Description page is displayed.

Program Menu

Provider Update

My Account

Program Description - Empire Beauty School/EEG, Inc. 1

Aesthetics

* indicates a required field

Describe each individual program that the training provider would like to have certified.

WIA Approved: State Approved

* This individual program of training services is: (check all that apply)

☒ Single Course/Class

☐ Training Program of Multi-Courses

☐ Non-traditional for Women

Program Name or Single Course/Class Title: Aesthetics

* Program Synopsis:
(5000 character max.)

The aesthetician course specializes in preventative skin care and offers instruction to keep skin healthy and attractive.

Refund Policy - up to 3 days before class

ABC [Check spelling](#)

Curriculum Competency Based: Yes

Prerequisites: High School Diploma

* Total Credit/ Curriculum Hours: 60

Total Number of Training Weeks: 26

* Training Location: 2727 W. Glendale Ave

* County: Maricopa

* Zip Code: 85234 - 0000

Program Length: Other

* Type of Attainment: Certification

* Type of Financial Aid Offered: Pell Grant

Refund Policy:

Program Cost Items

Add to the Program description by completing the Program Costs listed below. When finished, click Save.

Program Cost Item	Cost/Description
In-State/District Tuition:	5,600.00
	Includes registration appliat
Out-of-State/District Tuition:	8,600.00

Includes registration applica

Registration Fee: 100.00

Books (Estimated): 355.00

Supplies/Materials/Hand Tools (not included in tuition):

849.00

Includes all supplies for 26

Testing/Exam Fees: 140.00

Certification Examination

Graduation Fees: 5.00

Cap and gown

Other: 70.00

Contact Office

Curriculum

If Certified is checked 'yes', then Authorizing Entity must be entered.

Is the proposed curriculum currently certified by an accrediting agency or similar national standardization program? If yes, enter the name of the agency or authorizing entity.

Certified:

☒ Yes

☐ No

Authorizing Entity:

To utilize the **Classification of Instructional Program (CIP) Lookup** for your Program Type, click on the **CIP Lookup** button and the page below will display.

Enter a keyword(s) and click on Search.

Program Menu

Provider Update

My Account

CIP Lookup

* Keywords

Aesthetician

Search

A list of programs will display for you to select from. Click on your selection then click on **Choose Code**.

The screenshot shows a web interface with a left sidebar containing 'Program Menu', 'Provider Update', and 'My Account'. The main area is titled 'CIP Lookup'. It features a 'CIP Titles:' label, a dropdown menu with 'Aesthetician/Esthetician and Skin Care Specialist' selected, and a 'Choose Code' button. The dropdown menu is open, showing the selected title and 'Master Aesthetician/Esthetician'.

The system will automatically populate your selected **CIP Code**.

The screenshot shows the 'Occupations' form. On the left, an annotation reads 'Use the CIP and O'NET Lookup for occupations titles' with two arrows pointing to the 'CIP Lookup' and 'ONET Lookup' buttons. The form contains fields for 'Program Type Title' (Aesthetician/Esthetician and Skin Care Specialist), '* Program Type' (120409), 'Occupation Title (O*Net-SOC) Title' (Skincare Specialists), '* Occupation Title (O*Net-SOC)' (39-5094.00), 'Hourly Wage 1' (20.00), 'Required Certification 1' (Cosmotology License), and a second set of identical fields for a second occupation. At the bottom are 'Save/Return', 'Save/Continue', and 'Return' buttons.

You will return to the top of the Program Description page and your CIP Code selection will populate the **Program Description** CIP Lookup field. If you cannot find a CIP code you like go to <http://nces.ed.gov/pubs2002/cip2000/> to conduct further research for a preferred code. You can copy and paste the code into the Program Type panel.

Next, click on the **O'NET Lookup** button to display the **O'NET Lookup** title page.

This is a close-up of the 'Occupations' form, focusing on the '* Occupation Title (O*Net-SOC)' field and the 'ONET Lookup' button. An arrow points from the text 'Next, click on the O'NET Lookup button' to the button.

Enter a keyword(s) to start your search and select the type of occupational match you want then click on Search.

The screenshot shows the 'ONET Lookup' page. On the left is a sidebar with 'Program Menu', 'Provider Update', and 'My Account'. The main area has a 'Keyword Match' section with three radio buttons: 'Any', 'All' (which is selected), and 'Exact'. Below this is a text input field labeled '* Keywords' containing the text 'Skin Care'. A 'Search' button is to the left of the input field. An arrow points from the 'Search' button to the input field.

A list of **O'NET Lookup** title will display for you to select from.

Click on the Description button, before making your **O'NET Code** selection. Be sure to view the description of your selection before making a final decision. **O'NET Codes** are usually 10 years old. If you cannot find an **O'NET Code** you like go to <http://www.onetonline.org/> and copy and paste the code you like into the **O'NET Code** panel.

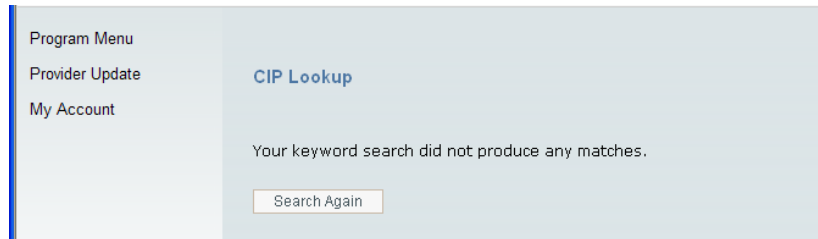
Click on your selection then click on **Choose Code** and then click on **Description**.

The screenshot shows the search results for 'Skin Care'. A dropdown menu is open, showing a list of job titles: 'Skin Care Instructor', 'Skin Care Instructor', 'Hairdressers, Hairstylists, and Cosmetologists', 'Skin Care Specialist', 'Skin Care Technician', and 'Skin Care Therapist'. The first 'Skin Care Instructor' entry is highlighted. To the left of the dropdown is a 'Choose Code' button. An arrow points from the 'Choose Code' button to the dropdown menu.

The program description will display to verify the selection.

The screenshot shows the description for 'Skincare Specialists'. The title 'Skincare Specialists' is at the top. Below it is a paragraph: 'Provide skincare treatments to face and body to enhance an individual's appearance. Includes electrologists and laser hair removal specialists.' At the bottom are two buttons: 'Choose Code' and 'Back to List'.

If you type in a word that does not apply to the **O’NET** Codes, the following message will display



Program Menu
Provider Update
My Account

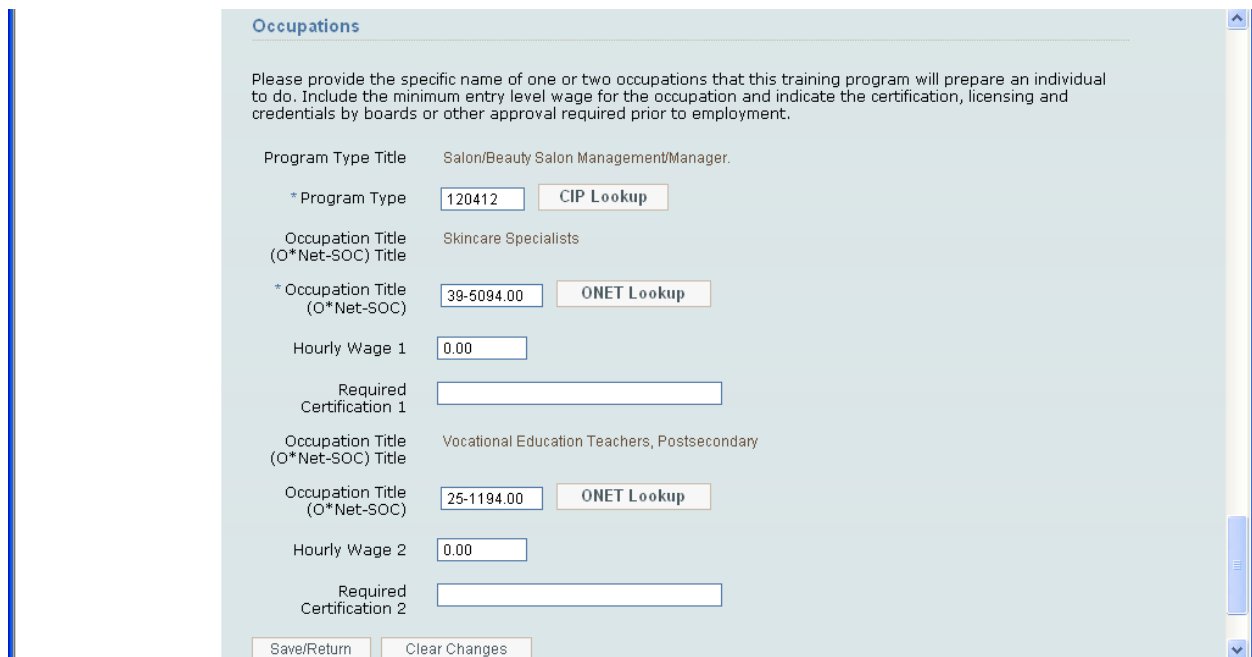
CIP Lookup

Your keyword search did not produce any matches.

[Search Again](#)

Your selection is populated in the **O’NET Title** area.

This is what a completed page looks like. You can select up to two **O’NET Codes**.



Occupations

Please provide the specific name of one or two occupations that this training program will prepare an individual to do. Include the minimum entry level wage for the occupation and indicate the certification, licensing and credentials by boards or other approval required prior to employment.

Program Type Title Salon/Beauty Salon Management/Manager.

* Program Type [CIP Lookup](#)

Occupation Title (O*Net-SOC) Title Skincare Specialists

* Occupation Title (O*Net-SOC) [ONET Lookup](#)

Hourly Wage 1

Required Certification 1

Occupation Title (O*Net-SOC) Title Vocational Education Teachers, Postsecondary

Occupation Title (O*Net-SOC) [ONET Lookup](#)

Hourly Wage 2

Required Certification 2

[Save/Return](#) [Clear Changes](#)

Click on Save/Return to display the **Program Performance** page.

Save/Return and Return will take you back to the **Provider Programs** list page.

The Program Performance page displays. *DES is not tracking this information at this time. Entering this informational is optional for providers.*

Program Performance is program specific. Providers document program participants success by indicating the number of students who attended the program, how many completed the program, and how many participants were gainfully employed and at what hourly rate of pay.

Program Menu

Provider Update

My Account

Program Performance - Empire Beauty School/EEG, Inc. 1

Any program that is covered by the Higher Education Act (HEA) or is a registered apprenticeship program is not required to submit the following performance data information for initial eligibility. However, it is encouraged.

All programs must complete the following performance data to be considered for renewal (subsequent eligibility).

Any providers requiring assistance acquiring statistical performance information on program participants for the Employed and Average Wage measures may request assistance for UI wage matching. If interested in this assistance, please contact the Local Area contact for instructions.

Enter either raw numbers or percentages, not both.

Facial

Program Performance For All Students

Begin Date

mm/dd/yyyy

End Date

mm/dd/yyyy

Number Participated

Number

Completed

0%

Percent

Number Employed After Leaving The Program

Employed

0%

Percent

Avg Hourly Wage At Placement:

0.00

Do not enter the percentages if Completed and Employed values are entered.

Completed Percent

Employed Percent

WIA Participant Performance

To be filled in by Local Area Staff

Begin Date

End Date

Completed

Employed

Employed > 6 Mo.

Employed > 6 Mo. Percent 0%

Avg Hourly Wage > 6 Mo.: 0.00

Attained More Skills:

Attained More Skills Percent: 0%

Do not enter the percentages if Employed, Employed > 6 mo., and Attained More Skills values are entered.

Employed Percent

Employed > 6 Mo. Percent

Attained More Skills Percent:

Click on Save/Return and the **Provider Programs** page will display.

[Program Menu](#)
[Provider Update](#)
[My Account](#)

Provider Programs - Empire Beauty School

To edit an existing program, click the Edit link next to the name you wish to edit. To delete a program, click the Delete link. If no programs have been entered, or if other programs need to be entered, click the Add Program button to add a new program.

Facial Master	Edit	Performance	Delete
<input type="button" value="Continue"/>			

Since this is a new provider, only the one program displays.

If this was an existing provider and the provider was adding new programs to this location the screen would display all provider programs approved at this location and their status.

[Approval Menu](#)
[Provider Menu](#)
[Provider Search](#)
[My Account](#)
[Local Admin Entity](#)

Provider Programs - Empire Beauty School/EEG, Inc. 1

Click on the Add Program button below to add a new training program. To edit an existing program, click the Edit link next to the name you wish to edit. To edit performance information, click the Performance link. To delete a program, click the Delete link.

Program Name	Edit	Performance	Delete	Status
Aesthetics	Edit	Performance	Delete	StSApr
Cosmetology	Edit	Performance	Delete	StSApr
Cosmetology / Student Instructor	Edit	Performance	Delete	StSApr
Nail Technology / Manicurist	Edit	Performance	Delete	StSApr

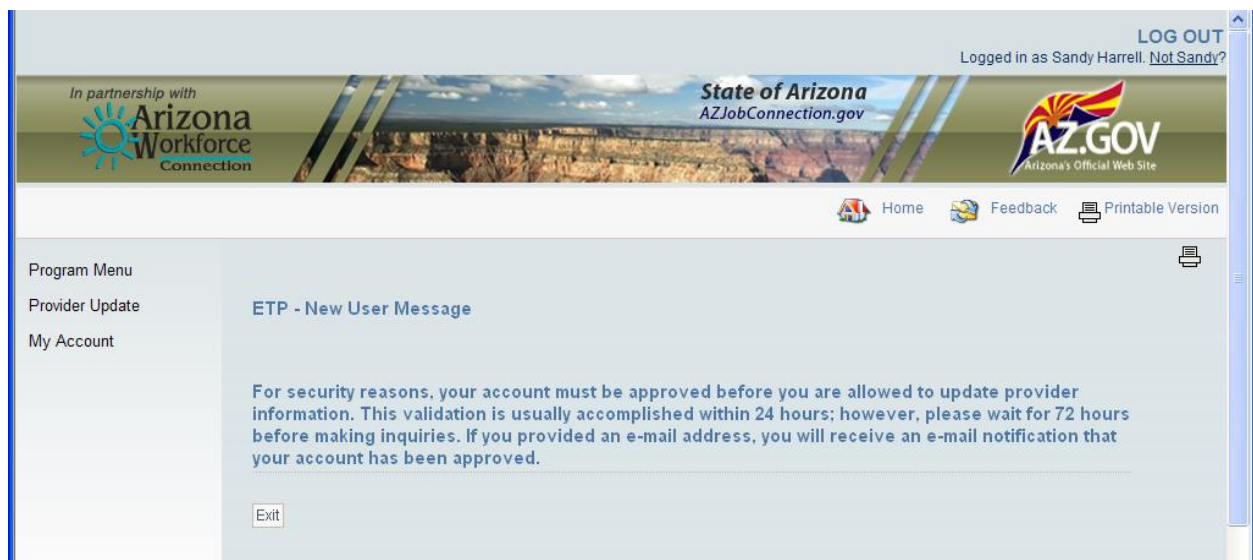
Notice the panels at the bottom of the page now display an Add Program, Return to Menu, and View Approval options.

Click on the Continue button where the Facial Master is displayed to display the **ETP New User Message**.

ETP New User Message will display.

This page notifies new providers that their account (Username and Password) must be approved before they are allowed to update their provider information. The initial approval of a provider account is **NOT** approval for the Eligible Training Provider List (ETPL); it is approval for the provider's Username and Password only. **Account approval allows providers edit their provider record and program information, prior to being approved as a provider.**

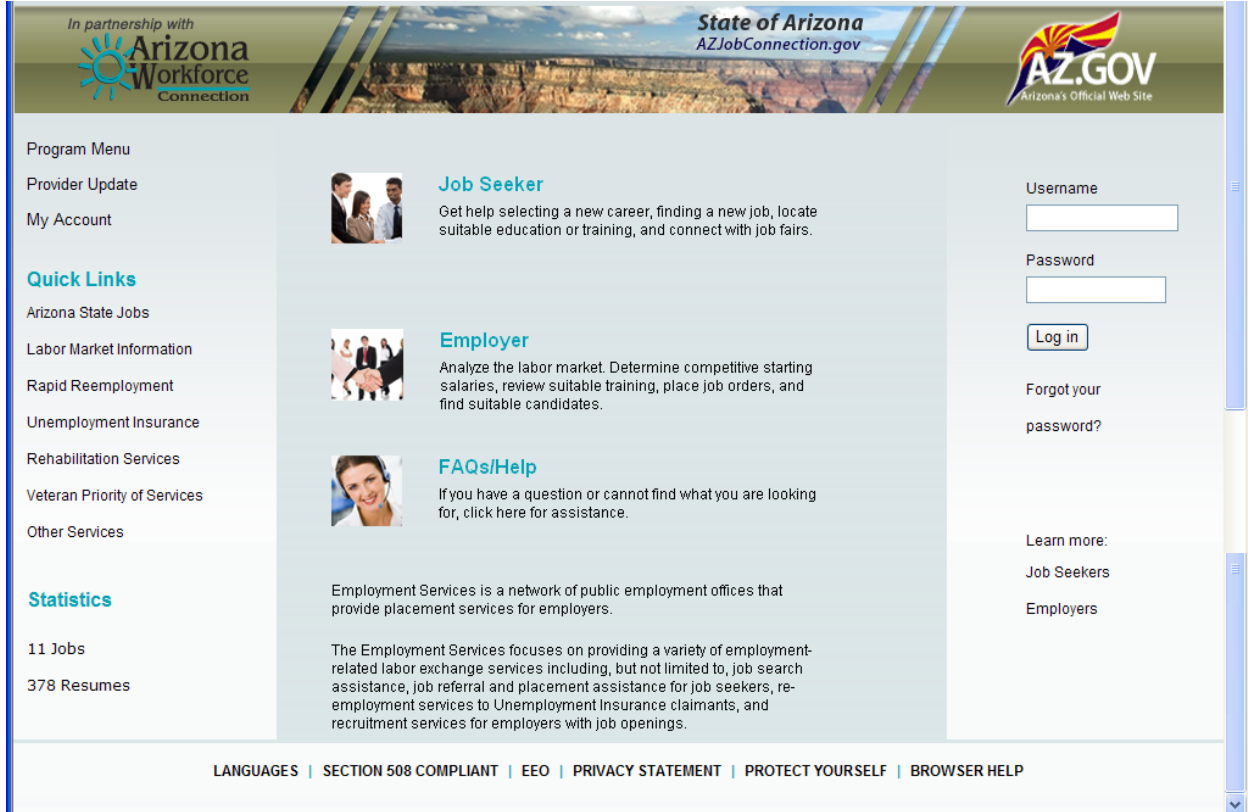
After required documents are received, the provider record is approved by the ETP State Administrator, a system-generated-e-mail is sent to the e-mail address entered on the **New User Registration** page. After the provider record is approved, the program displays to the LWIA ETP Approver for review and submission to the LWI Board members for approval to be on the ETPL.



Click on the **Exit** button and the **Presentation/Home** page will display.

The **Presentation/Home** page.

Providers cannot log in until their account and record are approved



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State of Arizona
AZJobConnection.gov

AZ.GOV
Arizona's Official Web Site

Program Menu
Provider Update
My Account

Quick Links
Arizona State Jobs
Labor Market Information
Rapid Reemployment
Unemployment Insurance
Rehabilitation Services
Veteran Priority of Services
Other Services

Statistics
11 Jobs
378 Resumes

Job Seeker
Get help selecting a new career, finding a new job, locate suitable education or training, and connect with job fairs.

Employer
Analyze the labor market. Determine competitive starting salaries, review suitable training, place job orders, and find suitable candidates.

FAQs/Help
If you have a question or cannot find what you are looking for, click here for assistance.

Username

Password

Log in

Forgot your password?

Learn more:
Job Seekers
Employers

LANGUAGES | SECTION 508 COMPLIANT | EEO | PRIVACY STATEMENT | PROTECT YOURSELF | BROWSER HELP

The **ETP Error** page will display if provider attempt to log in before their account is approved.



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State of Arizona
AZJobConnection.gov

AZ.GOV
Arizona's Official Web Site

Home Feedback Logout Printable Version

Home
Find a Job
Find Employees
Resources
Contact
FAQ/Help
Job Fairs

ETP Error

New Users are not authorized to update information until the account has been verified

To Login

Providers have now completed the entire registration process for new providers or for adding a new location.

ATTACHING TO AN APPROVED PROVIDER ACCOUNT



Chapter 5 Attaching to an Approved Provider Account

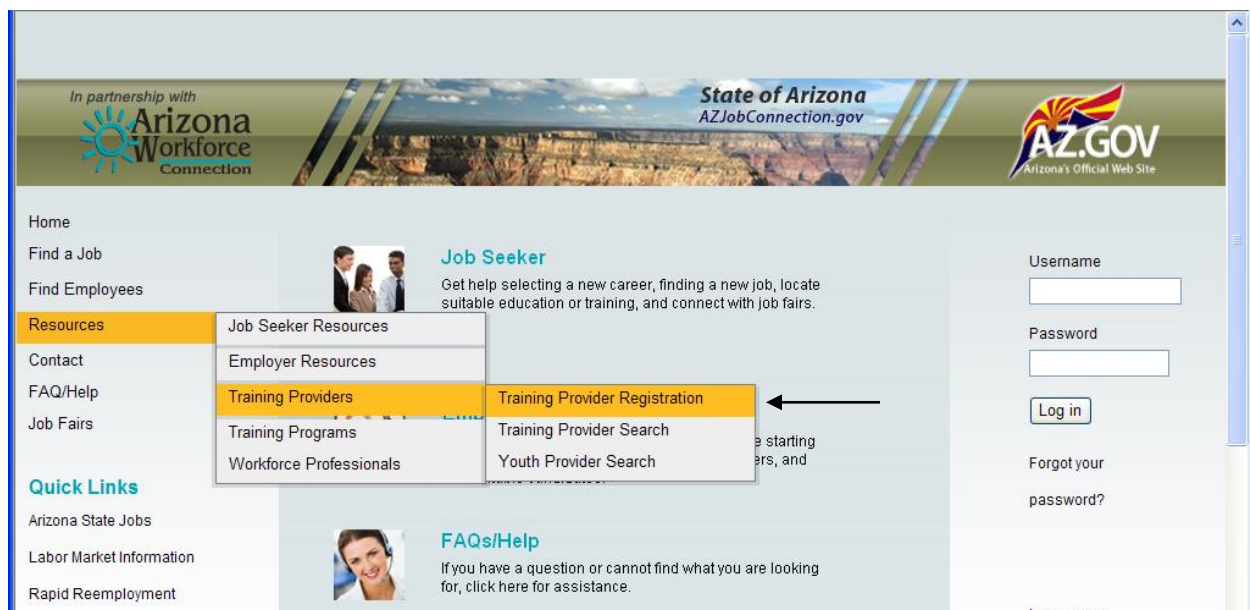
Before beginning, new users need to have their training institution's 9-digit **Federal Employer Identification Number (FEIN)** and the phone number for the location they want to associate with (your accounting department can provide the FEIN).

Additional users can be added to existing records in AJC/ProviderLink, if the training provider wants staff to manage and update provider programs or provider's institution information.

Be sure to write down your new Username and Password.

From the **Presentation/Home** page (www.azjobconnecton.gov) move your cursor to **highlight**:

- Resources
 - Training Providers
 - Training Provider Registration, then after highlighting click on this link



The **New User Registration** page will display.

New User Registration page displays.

On the **New User Registration** page, new users must create a Username, Password, provide contact information, and indicate they are associating with an existing provider by selecting “**Existing**” for the system to search for an existing provider (do not select “New”).

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State of Arizona
AZJobConnection.gov

AZ.GOV
Arizona's Official Web Site

Home Feedback Printable Version

Home >> Resources >> Training Providers >> Training Provider Registration

New User Registration

* indicates a required field

For security reasons, your account must be approved before you are allowed to update provider information. This validation is usually accomplished within 24 hours; however, please wait for 72 hours before making inquiries. If you provided an e-mail address, you will receive an e-mail notification that your account has been approved.

Please enter a Username and Password
Job Link requires users to create strong passwords by using a combination of letters, number and the following special characters !@#%*^*()+={};:;?/.,\~-

* Username (6 to 10 characters)

* Password (8 to 20 characters)

* Repeat Password

You must be associated with a training provider. Will you be adding a new provider or do you want to search for an existing provider?

* Add new provider or search for existing provider?

☒ New

☐ Existing

Contact Information:

* First Name

Middle Initial

* Last Name

Phone Number: Ext.

Email Address:

Required fields are marked with an asterisk. If you do not complete all required fields and you click on the submit button, you will receive a red text submission error message that will display at the top of the page.

All fields in error will be marked with a red **x** inside a circle.

The screenshot shows the 'New User Registration' page. At the top, a yellow box contains the message: 'The following issues were found in your input.' followed by a red bullet point: '• The Username can only contain letters and numbers.' Below this, the page title is 'New User Registration'. A note states: '* indicates a required field'. A paragraph explains: 'For security reasons, your account must be approved before you are allowed to update provider information. This validation is usually accomplished within 24 hours; however, please wait for 72 hours before making inquiries. If you provided an e-mail address, you will receive an e-mail notification that your account has been approved.' Another paragraph says: 'Please enter a Username and Password. Job Link requires users to create strong passwords by using a combination of letters, number and the following special characters !@#\$%^&*()+={};:~?/.,_-'. The 'Username' field is marked with a red 'x' in a circle and has a tooltip that says 'Strong99'. An arrow points to this field from the left.

If you receive a submission error, you will not be able to proceed until all required fields have been completed. Tab to the field in error and enter the correct information.

Click on Submit to display the **Existing Provider Search** page.

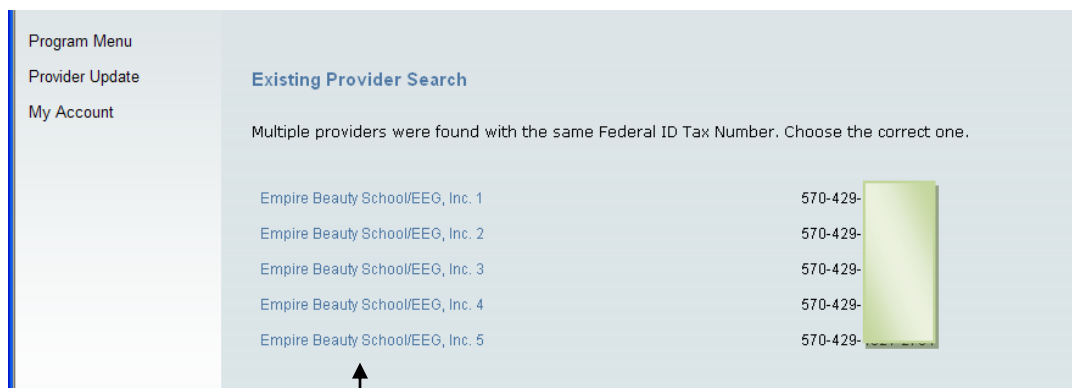
The **Existing Provider Search** page displays.

On this page you enter the training providers 9-digit FEIN.

The screenshot shows the 'Existing Provider Search' page. It has the title 'Existing Provider Search'. Below the title, it says 'Enter the Federal ID Tax Number of the provider.' A note states: '* indicates a required field'. There is a label '* FEIN:' followed by a text input field containing the number '860555868'. An arrow points to this input field from below. To the left of the input field is a 'Search' button.

After entering the FEIN on the Existing Provider Search page, a page will display with providers locations and a phone number associated with that FEIN.

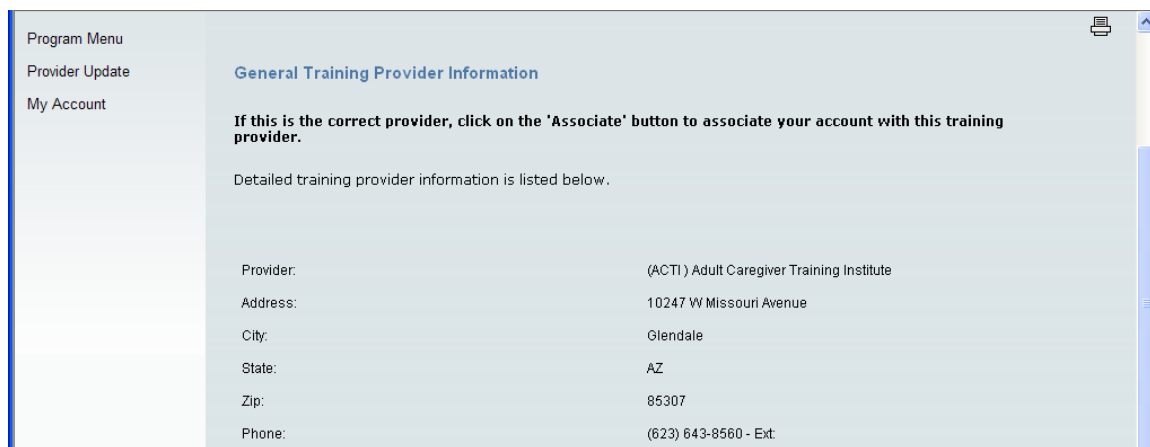
Existing Provider Search page displays.




Click on provider name not phone number.

Based on the phone number, select the location that you want to be associated with by **clicking on the provider name**.

The **General Training Provider Information** page will display so you can verify this is the location of the institution you want to association with. If it is, click “Associate” at the bottom of the page.




Fax:	
Provider Type:	Community-Based Organization
Web Site Address:	www.acticaregiver.com
Admissions Contact:	
Admissions Title:	
Admissions E-Mail:	
Date Approved:	
<input type="button" value="Associate"/> <input type="button" value="Exit"/>	



Next, information will display confirming your association with this provider location.

If this is not correct, contact the EA Help Desk EAHelpDesk@azdes.gov or call 602-542-2460

Program Menu Provider Update My Account	<div>  </div> <h3>General Training Provider Information</h3> <p>Your account has been associated with Empire Beauty School/EEG, Inc. 1 in Phoenix, AZ.</p> <p>If this is not the correct provider, contact your Local Area administrator or the Arizona JobLink Help Desk at EAHelpDesk@azdes.gov.</p> <p>For security reasons, your account must be approved before you are allowed to update provider information. This validation is usually accomplished within 24 hours; however, please wait for 72 hours before making inquiries. If you provided an e-mail address, you will receive an e-mail notification that your account has been approved.</p> <p>Detailed training provider information is listed below.</p> <table border="1"> <tr> <td>Provider:</td> <td>Empire Beauty School/EEG, Inc. 1</td> </tr> <tr> <td>Address:</td> <td>2727 West Glendale Ave #200</td> </tr> <tr> <td>City:</td> <td>Phoenix</td> </tr> <tr> <td>State:</td> <td>AZ</td> </tr> <tr> <td>Zip:</td> <td>85051</td> </tr> <tr> <td>Phone:</td> <td>(570) 429-4321 - Ext: 2764</td> </tr> <tr> <td>Fax:</td> <td></td> </tr> <tr> <td>Web Site Address:</td> <td>empire.edu</td> </tr> <tr> <td>Admissions Contact:</td> <td></td> </tr> <tr> <td>Admissions Title:</td> <td></td> </tr> <tr> <td>Admissions E-Mail:</td> <td></td> </tr> <tr> <td>Date Approved:</td> <td></td> </tr> </table> <div> <input type="button" value="Exit"/> </div>	Provider:	Empire Beauty School/EEG, Inc. 1	Address:	2727 West Glendale Ave #200	City:	Phoenix	State:	AZ	Zip:	85051	Phone:	(570) 429-4321 - Ext: 2764	Fax:		Web Site Address:	empire.edu	Admissions Contact:		Admissions Title:		Admissions E-Mail:		Date Approved:	
Provider:	Empire Beauty School/EEG, Inc. 1																								
Address:	2727 West Glendale Ave #200																								
City:	Phoenix																								
State:	AZ																								
Zip:	85051																								
Phone:	(570) 429-4321 - Ext: 2764																								
Fax:																									
Web Site Address:	empire.edu																								
Admissions Contact:																									
Admissions Title:																									
Admissions E-Mail:																									
Date Approved:																									



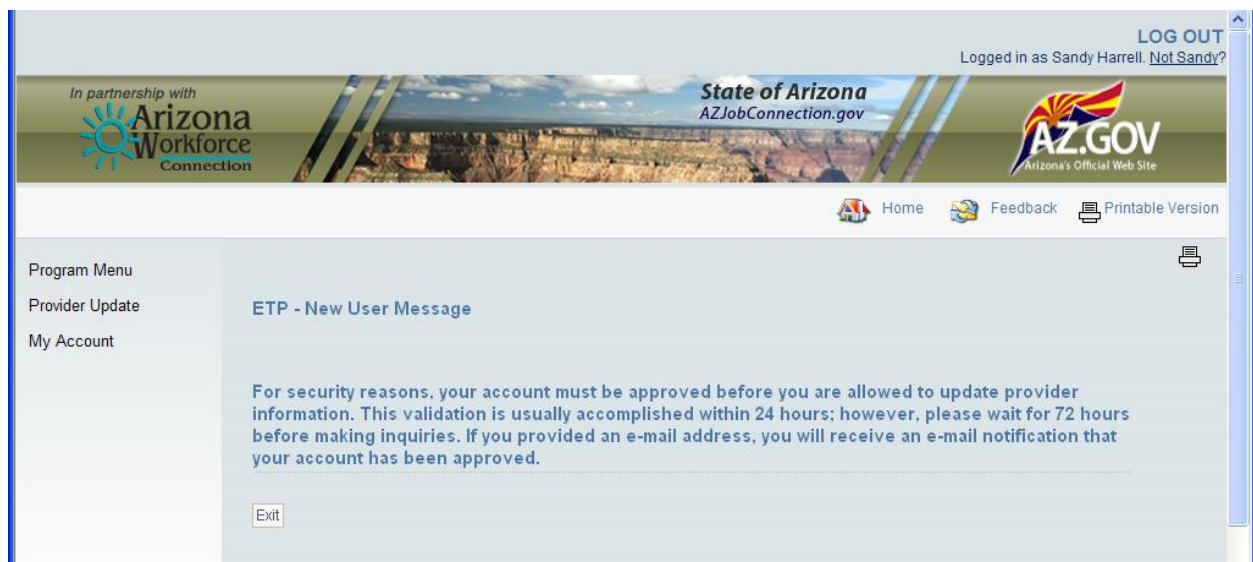
You have completed the process. Your account should be approved by the ETP State Administrator within 24 hours, but please wait for 72 hours before making inquiries. A system-generated e-mail will be sent to the new user at the e-mail address entered, notifying them that their new user account has been approved.

Click on the **Exit** button to display the **ETP New User Message**.

ETP New User Message will display.

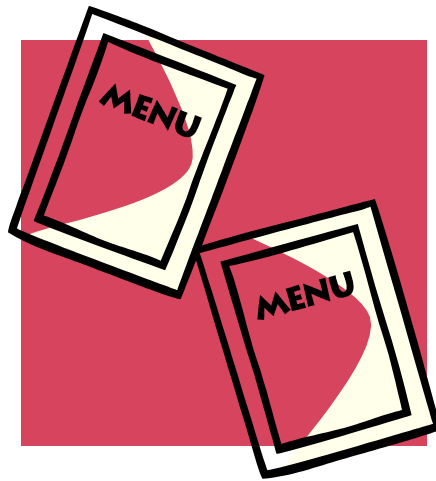
This page notifies new users that their account must be approved before they are allowed to update provider information.

Once the account is approved by the ETP State Administrator, a system-generated-e-mail is sent to the e-mail address entered on the **New User Registration** page.



Click on the **Exit** button and the **Presentation/Home** page will display.

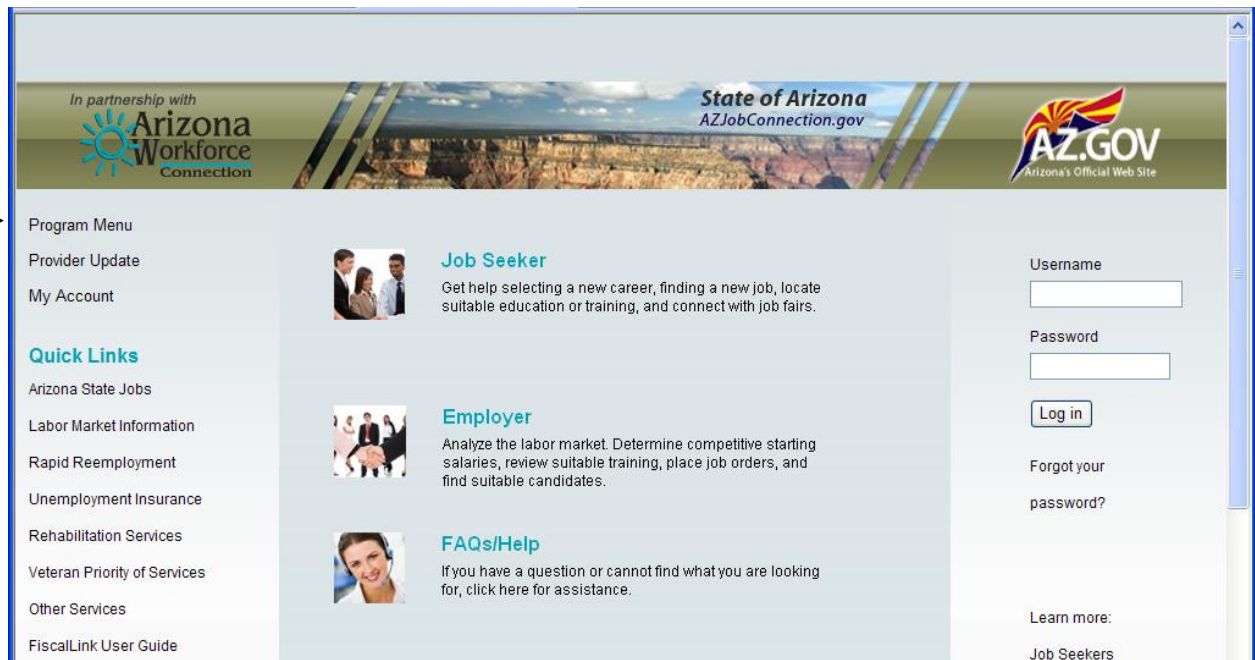
PROVIDER MENU



Chapter 6 Provider Menu

After becoming an approved provider, the **Provider Menu** page becomes the new default **Presentation/Home** page for providers.

On the **Control Panel** the links are specific to providers.



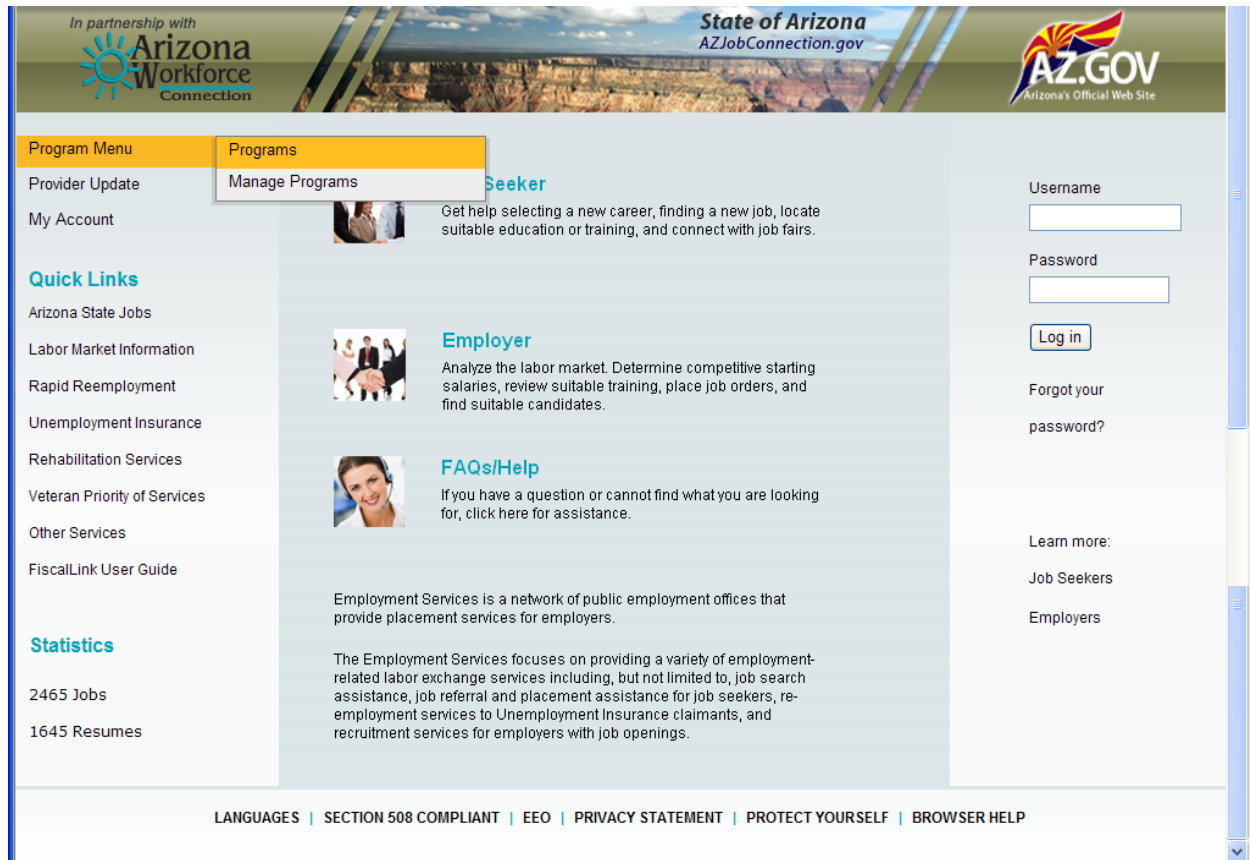
The **Provider Menu** lets providers manage their account, record and programs:

- Training Provider Detail page
- Eligibility page
- Debarment page
- Institution Info page
- Provider programs
- My Account – User contact information
- Program Description
- Program Performance

The difference between **Programs** and **Manage Programs** is on the **Programs** page you can **Edit, Delete, and Add a Program**. On the **Manage Program** page you can sort programs by name, WIA status, see the programs expiration date as well as edit program information.

Place your pointer over **Program Menu**, to highlight **Program**; do not click on anything yet.

- **Program** and **Manage Programs** display.



Click on the **Programs** link. This takes you to the **Provider Programs** page where all of the provider's programs will be listed.

Providers can edit, update, add, or delete program information from this page.

Program Menu
Provider Update
My Account

Provider Programs - Empire Beauty School/EEG, Inc. 1

To edit an existing program, click the Edit link next to the name you wish to edit. To delete a program, click the Delete link.

Aesthetics	Edit	Delete
Cosmetology	Edit	Delete
Cosmetology / Student Instructor	Edit	Delete
Men's Hairstylist	Edit	Delete
Nail Technology / Manicurist	Edit	Delete

[Add Program](#) [Return To Menu](#)

Click on Edit and the **Program Description** page displays. Whenever any changes are made to an existing program (edits, deletes, or updates). A system-generated e-mail is sent to the user's e-mail address, the Local Area Approver, and the Employment Administration (EA) Help Desk,

You can edit program information on the **Program Description** page.

Approval Menu
Provider Menu
Provider Search
My Account
Local Admin Entity

Program Description - Empire Beauty School/EEG, Inc. 1

Aesthetics

* indicates a required field

Describe each individual program that the training provider would like to have certified.

WIA Approved: State Approved

Last Updated: 06/01/2012

* This individual program of training services is: (check all that apply)

☒ Single Course/Class
☐ Training Program of Multi-Courses
☐ Non-traditional for Women


Local WIB Number 7

* Program Name or Single Course/Class Title: Aesthetics

* Program Synopsis:
(5000 character max.)

cost of examination offered by the Board of
Cosmotology.

Financial Aid - Contact office for details on
various financial aid packages available.

 [Check spelling](#)

Curriculum
Competency
Based:

Yes

Prerequisites:

High School Diploma

* Total Credit/
Curriculum Hours:

60

Total Number of
Training Weeks:

26

* Training
Location:

2727 W. Glendale Ave

* County

Maricopa

* Zip Code

85234

-

0000

Program Length:

Other

* Type of
Attainment:

Certification

* Type of Financial
Aid Offered:

Pell Grant

Refund Policy:

Program Cost Items

Add to the Program description by completing the Program Costs listed below. When finished, click Save.

Program Cost Item

Cost/Description

In-State/District
Tuition:

5600.00

Includes registration appliat

Out-of-
State/District
Tuition:

8600.00

Includes registration applica

Registration Fee:

100.00

Books (Estimated):

355.00

Supplies/Materials/Hand Tools (not included in tuition):

849.00

Includes all supplies for 26

Testing/Exam
Fees:

140.00

Certification Examination

Graduation Fees:

5.00

Cap and gown

Other:

70.00

Contact Office

Curriculum

If Certified is checked 'yes', then Authorizing Entity must be entered.

Is the proposed curriculum currently certified by an accrediting agency or similar national standardization program? If yes, enter the name of the agency or authorizing entity.

Certified:

☒ Yes
☐ No

Authorizing Entity:

Occupations

Please provide the specific name of one or two occupations that this training program will prepare an individual to do. Include the minimum entry level wage for the occupation and indicate the certification, licensing and credentials by boards or other approval required prior to employment.

Program Type Title

Aesthetician/Esthetician and Skin Care Specialist.

* Program Type

Occupation Title (O*Net-SOC) Title

Skincare Specialists

* Occupation Title (O*Net-SOC)

Hourly Wage 1

Required Certification 1

Occupation Title (O*Net-SOC) Title

Skincare Specialists

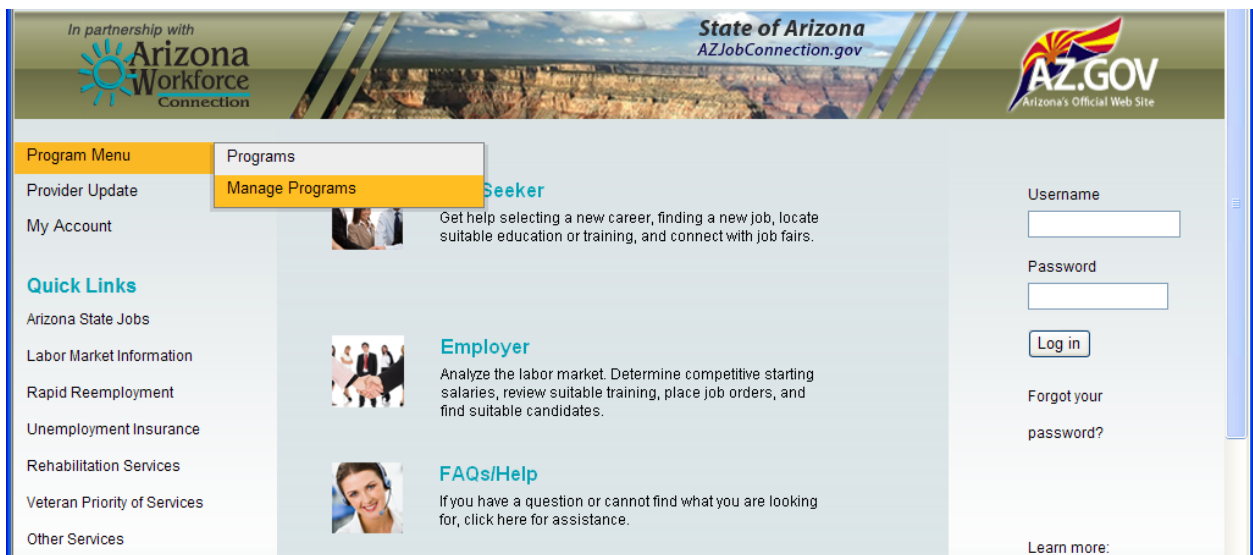
Occupation Title (O*Net-SOC)

Hourly Wage 2

Required Certification 2

Click on Return to display the **Provider Menu**.

From the **Provider Menu**, click on **Manage Program**



The **Manage Program** page displays.

Program Name	WIA	Date
Aesthetics	Yes	02/16/2012
Cosmetology	Yes	02/16/2012
Cosmetology / Student Instructor	Yes	02/16/2012
Men's Hairstylist	No	
Nail Technology / Manicurist	Yes	02/16/2012

The **Manage Programs** page provides functionality for providers to manage the status of their programs. The **Manage Programs** page has three columns:

- Program Name – Provider program title
- WIA – WIA approval status
- Date – Program approval date

The column headings are sortable and can be reversed by clicking the column heading. The arrow next to the column heading indicates how programs are sorted and the sort direction. The arrow next to the column heading “Program Name” indicates the sorted direction. To sort a column, click the column heading.

For example, if you have multiple programs but want to view only those programs that are not WIA approved, click the WIA column heading and the column will sort by “No” and “Yes” indicating WIA Approved or not WIA Approved. If you want to view programs for which eligibility will soon expire, click the Date column to sort the programs by approval date.

1. If the program has “NO” in the WIA column and a date in the Date column, the program may have been either not approved, or Denied. If the program is Denied, the local **and** ETP State Administrator denied the program because it did not meet the WIA program eligibility requirements. The date in the date column is the status change date which is the date the program was denied.
2. A program can also be removed. If the program is “Removed”, the local **and** ETP State Administrator removed the program from the ETP list because the eligibility expired and the provider did not request that the program be renewed. The date in the date column is the status change date which is the date the program was removed.
3. If the program has “YES” in the WIA column and a date in the Date column, the program is approved. The date is the date the program was approved. Eligibility expires one year from the approval date.
4. To view the status of the program, click the “YES” or “NO” link in the WIA column. The **Program Description** page displays with full program description.

Program Description page displays.

Program Menu
Provider Update
My Account

Program Description - Empire Beauty School/EEG, Inc. 1

Aesthetics

* indicates a required field

Describe each individual program that the training provider would like to have certified.

WIA Approved: State Approved

* This individual program of training services is: (check all that apply)

☒ Single Course/Class

☐ Training Program of Multi-Courses

On the **Program Description** page you can make changes to your program description, cost, tuition, prerequisite requirements, WIA selection, O'NET Code, CIP Code, etc. Click on Save/Return and you will return to the **Manage Program** page.

Program Menu
Provider Update
My Account

Manage Programs - Empire Beauty School/EEG, Inc. 1

To edit an existing program, click the Yes or No link next to the name of the program you wish to edit.

Program Name	WIA	Date
Aesthetics	Yes	02/16/2012
Cosmetology	Yes	02/16/2012
Cosmetology / Student Instructor	Yes	02/16/2012
Men's Hairstylist	No	
Nail Technology / Manicurist	Yes	02/16/2012

Click on Save/Continue and the **Program Performance** page will display.

Program Menu
Provider Update
My Account

Program Performance - Empire Beauty School/EEG, Inc. 1

Any program that is covered by the Higher Education Act (HEA) or is a registered apprenticeship program is not required to submit the following performance data information for initial eligibility. However, it is encouraged.

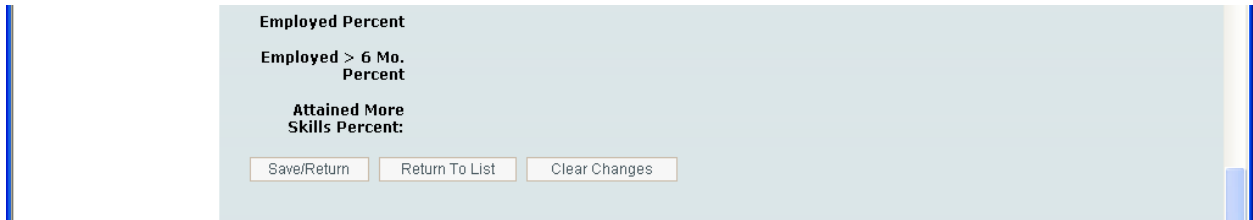
All programs must complete the following performance data to be considered for renewal (subsequent eligibility).

Any providers requiring assistance acquiring statistical performance information on program participants for the Employed and Average Wage measures may request assistance for UI wage matching. If interested in this assistance, please contact the Local Area contact for instructions.

Enter either raw numbers or percentages, not both.

Aesthetics

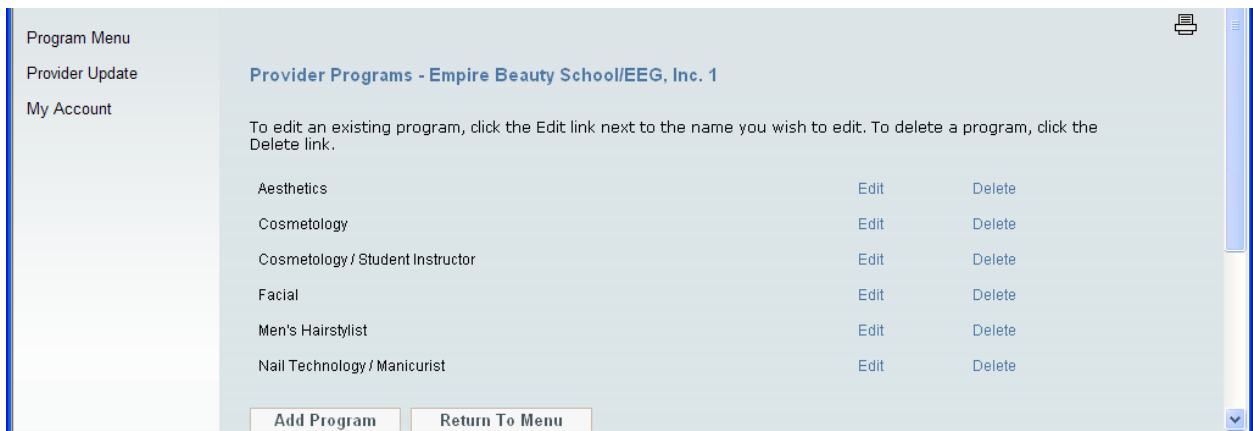
From the **Program Performance** page both the Save/Return and Return To List buttons return to the **Provide Program** list.



This screenshot shows a section of a web form titled "Employed Percent". Below the title, it says "Employed > 6 Mo. Percent". There is a label "Attained More Skills Percent:" followed by three buttons: "Save/Return", "Return To List", and "Clear Changes".

Employed Percent	
Employed > 6 Mo. Percent	
Attained More Skills Percent:	
Save/Return	Return To List Clear Changes

We started with the **Management Program** page but end with the **Programs** page.



This screenshot shows the "Provider Programs" page for "Empire Beauty School/EEG, Inc. 1". On the left is a sidebar menu with "Program Menu", "Provider Update", and "My Account". The main content area has a heading "Provider Programs - Empire Beauty School/EEG, Inc. 1" and a sub-heading "To edit an existing program, click the Edit link next to the name you wish to edit. To delete a program, click the Delete link." Below this is a table of programs with "Edit" and "Delete" links for each. At the bottom are "Add Program" and "Return To Menu" buttons.

Provider Programs - Empire Beauty School/EEG, Inc. 1	
To edit an existing program, click the Edit link next to the name you wish to edit. To delete a program, click the Delete link.	
Aesthetics	Edit Delete
Cosmetology	Edit Delete
Cosmetology / Student Instructor	Edit Delete
Facial	Edit Delete
Men's Hairstylist	Edit Delete
Nail Technology / Manicurist	Edit Delete
Add Program Return To Menu	

Click on **Program Menu** to return to the **Provider Menu**.

LOG OUT
Logged in as Cherry Branch. [Not Cherry?](#)

In partnership with **Arizona Workforce Connection** **State of Arizona AZJobConnection.gov** **AZ.GOV** Arizona's Official Web Site

Home Feedback Logout Printable Version

Program Menu
Provider Update
My Account

Provider Menu - Empire Beauty School/EEG, Inc. 1

Click on the links below to view and/or update the Eligible Training Provider sections.

Provider Update Add/update provider information.	Manage Programs Manage Programs.
Programs Program information.	My Account My Account update.

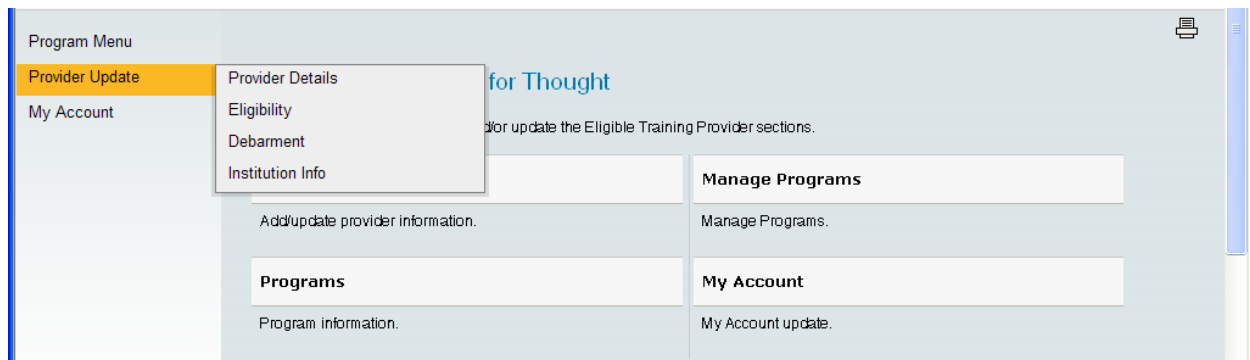
Providers can continue to manage their accounts, records and programs from this menu.

PROVIDER UPDATES



PROVIDER UPDATES

From the **Provider Menu** the follow links display.



The **Provider Update** link provides access to the following pages so they can be updated:

- Provider Details
- Eligibility
- Debarment
- Institution Info

These are the same pages providers completed to create a provider record to become an approved training provider on AZ Job Connection ProviderLink.

TRAINING PROVIDER DETAILS

Now that the provider is approved when the **Training Provider Detail** page displays, it will include the the Training Agent ID number which will be the same as the Provider Number. Providers can also view the assigned Local Area Workforce Investmest Board (LWIB) location number at the top of the page and at the bottom of the page the Local Workforce Investment Area (LWIA) contact person e-mail address.

Training Provider Detail page after provider is approved includes the

- LWIB area number
- Training Agent ID number

The Provider Number is assigned by the system but does not displayed on this page. It displays on the ETP LWIA and State Administrator approval menus and is the same number as the Training Agent ID number.

Program Menu
Provider Update
My Account

Training Provider Details - Food for Thought

Enter basic information for the training provider.

* indicates a required field

Local WIB Number 7

* Training/Education Institution Name Food for Thought

* Training/Education Institution Address 4738 N. Advile

* Training/Education Institution City Tempe

* Training State/Education Institution State AZ

* Training/Education Institution Zip Code 85201 - 0000

* Training/Education Institution County Maricopa

LWIB location number

Training Agent ID and Provider Number are the same number



Training/Education Institution Telephone Number	480-857-2521	Ext.	*
Training/Education Institution Fax Number			
General Email Address			
Web Site Address			
Web Site Link			
FEIN	78-9542309		
Training Agent ID	14560		
Vendor ID	0		
* Contact Person	Geprge Apple		
* Contact Address	9893 N. Mohave		
* Contact City	Tempe		
* Contact State	AZ		
* Contact Zip Code	85201	-	0000
* Contact Telephone Number	480-555-2545	Ext.	*
Contact Fax Number			
Contact Email Address			
* Institution/Organization Type	Private Career School/College		
Approved WIA Youth Services Provider	No		
Local WIB Email Address	rbarcelo@mail.maricopa.gov		

If you do not have an e-mail account, click the following link for a list of [free Internet e-mail providers](#)

Following is a sample of the pages that will display that can be edited. These pages were previously reviewed.

- Eligibility
- Debarment
- Institution Info

Eligibility:

Program Menu
Provider Update
My Account

Eligibility - Empire Beauty School/EEG, Inc. 1

Type of Training Institutions

Complete the information regarding training provider eligibility by checking all applicable boxes below.

Postsecondary eligible to receive Title IV funds from Higher Education Act (HEA) and provides an associate degree, baccalaureate degree or certificate

☒ Public
☐ Private
☐ Non-Profit
☐ Sectarian

Postsecondary not providing an associate degree, baccalaureate degree or certificate

☐ Public
☐ Private
☐ Non-Profit

Debarment:

Program Menu
Provider Update
My Account

Debarment - Food for Thought

Debarment Status

Please answer the following question.

Is your training/education institution listed on any state or federal debarment lists?

☐ Yes
☒ No

If yes, please indicate the name(s) and date(s) of your institution's debarment(s).

Name of First Debarment List

Date of First Inclusion

Name of Second

Institution Info:

The screenshot shows the 'Institution Info - Food for Thought' page. On the left is a sidebar with 'Program Menu', 'Provider Update', and 'My Account'. The main content area has a title 'Institution Info - Food for Thought' and a note: 'Complete the fields with your institution's approval, tuition and financial aid information and click the 'Save' button.' Below this is a section titled 'Approving Organization/Agency Approval'. It contains two radio button groups: 'Accredited:' with 'Yes' and 'No' (selected), and 'Approved:' with 'Yes' and 'No' (selected). There are also text input fields for 'Accredited by:' and 'Approved:'.

Click on Save/Continue at the bottom of the **Institution Info** page to return to the **Provider Programs** page.

This screenshot shows the bottom of the 'Institution Info' page. It includes a 'List:' text input field, a 'Training/Education Institution Grants:' section with 'Yes' and 'No' (selected) radio buttons, and another 'List:' text input field. At the bottom, there are three buttons: 'Save/Continue', 'Save/Return', and 'Clear Changes'. An arrow points to the 'Save/Continue' button.

Provider Programs page.

The screenshot shows the 'Provider Programs - Empire Beauty School/EEG, Inc. 1' page. The sidebar on the left is the same as in the previous screenshots. The main content area has a title 'Provider Programs - Empire Beauty School/EEG, Inc. 1' and a note: 'To edit an existing program, click the Edit link next to the name you wish to edit. To delete a program, click the Delete link.' Below this is a table of programs:

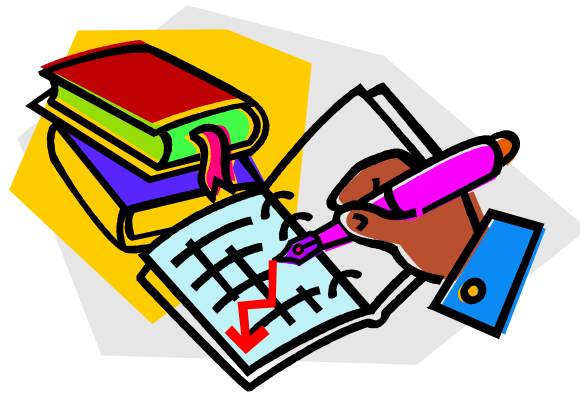
Aesthetics	Edit	Delete
Cosmetology	Edit	Delete
Cosmetology / Student Instructor	Edit	Delete
Facial	Edit	Delete
Men's Hairstylist	Edit	Delete
Nail Technology / Manicurist	Edit	Delete

At the bottom of the table are two buttons: 'Add Program' and 'Return To Menu'.

Click on Return To Menu to return to the **Providers Menu** page.

ELIGIBLE TRAINING PROVIDER

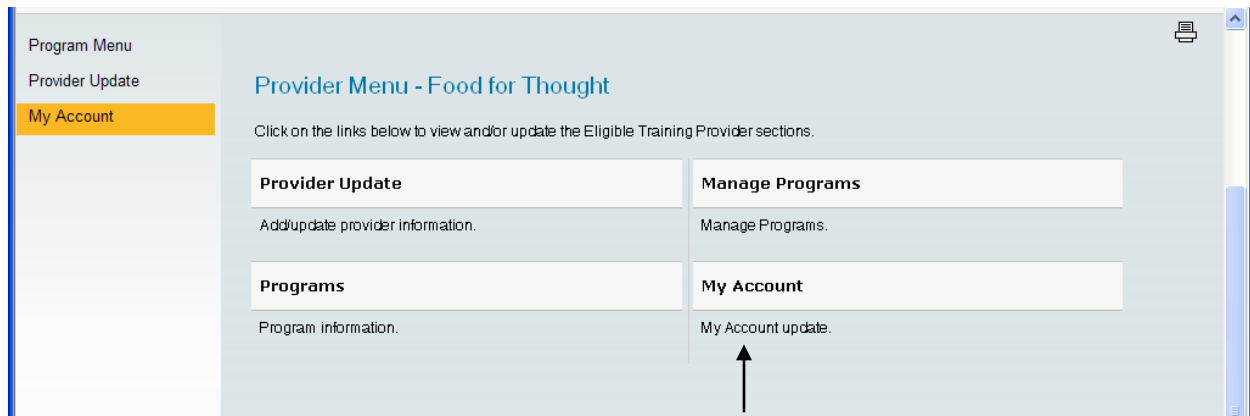
MY ACCOUNT



ELIGIBLE TRAINING PROVIDER – MY ACCOUNT

From the Provider Menu highlight and click on **Eligible Training Provider – My Account**.

My Account does not have any flyouts. The **My Account** links on the **Control Panel** and on the page are the same.



From the **Eligible Training Provider – My Account** page, account information displayed is associated with the username and password used to log into the training provider account.

Users can edit user information or create an e-mail account. Usernames are permanent, so if an employee leaves or takes a new position the username remains, but the password can be reset.

A screenshot of a web application interface for editing account information. The left sidebar has three menu items: 'Program Menu', 'Provider Update', and 'My Account', with 'My Account' highlighted. The main content area has a light blue header with the text 'Eligible Training Provider - My Account'. Below the header, there is a line of text: 'You may change your contact name, phone number and e-mail address. Email will be sent to this address whenever selected changes are made to provider information.' Below this text is a form with several input fields. A note says '* indicates a required field'. The fields are: '* First Name' with the value 'Jerry', '* Last Name' with the value 'Garcia', 'Middle Initial' with the value 'I', 'Phone Number:' with the value '480-555-8758', 'Ext.' with a required field symbol (*), and 'Email Address:' with the value 'JIG@yahoo.com'. At the bottom of the form is a button labeled 'Save/Continue'. Below the form, there is a line of text: 'If you do not have an e-mail account, click the following link for a list of free Internet e-mail providers'.

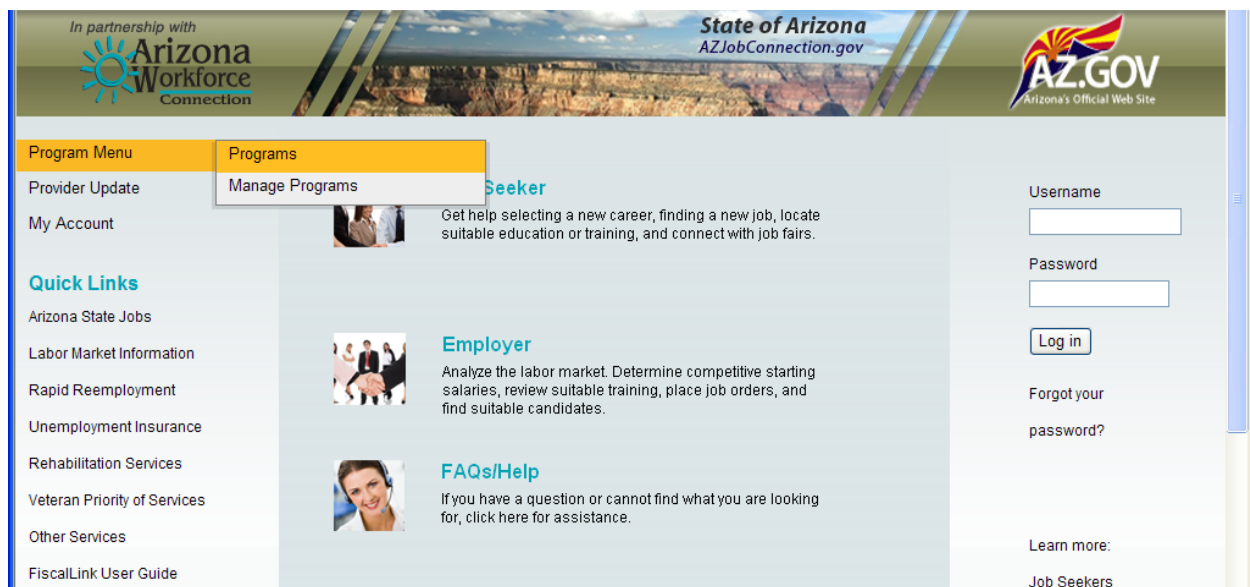
Click on Save/Continue to save your changes. You will return to the **Provide Menu** page.

ADD, EDIT, OR DELETE PROGRAMS

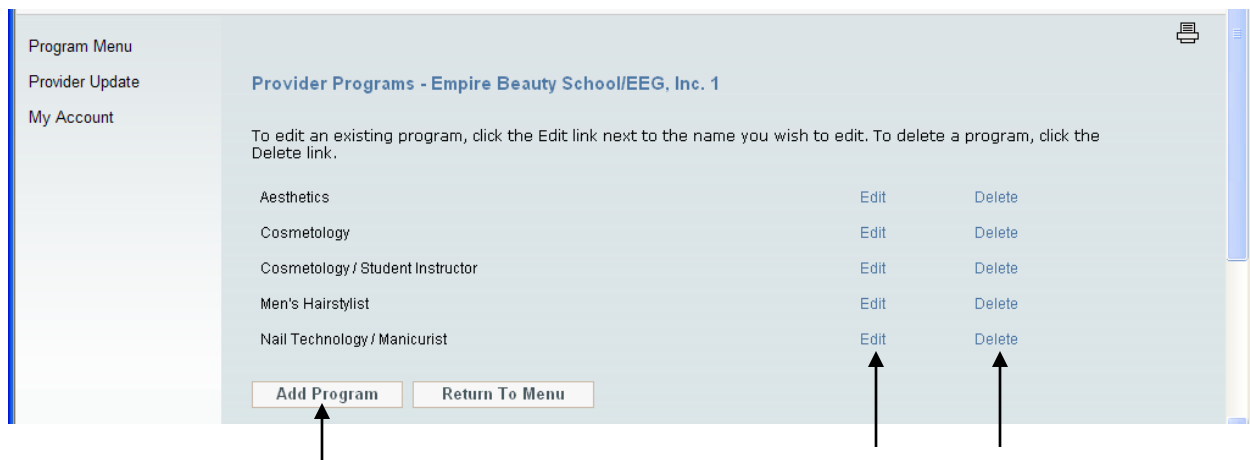


ADD, EDIT, OR DELETE PROGRAMS

From the **Provider Menu**, click on **Programs** to return to the **Providers Program** page,



The **Provider Programs** page displays. This is where you can edit or delete existing programs or add additional programs to submit for approval.



To edit an existing program, click on the Edit link on the **Provider Program** page and you will display the **Program Description** page.

The **Program Description** page displays. You can edit all information on this page.

Program Menu
Provider Update
My Account

Program Description - Empire Beauty School/EEG, Inc. 1

Aesthetics

* indicates a required field

Describe each individual program that the training provider would like to have certified.

WIA Approved: State Approved

* This individual program of training services is: (check all that apply)

☒ Single Course/Class
☐ Training Program of Multi-Courses
☐ Non-traditional for Women

Program Name or Single Course/Class Title: Aesthetics

* Program Synopsis:
(5000 character max.)

After completing your edits, at the bottom of the **Program Description** page, click on **Save/Continue** to display the **Program Performance** page.

* Program Type: 120501 CIP Lookup

Occupation Title (O*Net-SOC) Title: Chefs and Head Cooks

* Occupation Title (O*Net-SOC): 35-1011.00 ONET Lookup

Hourly Wage 1: 0.00

Required Certification 1: Food Handlers Card

Occupation Title (O*Net-SOC) Title: Food Service Managers

Occupation Title (O*Net-SOC): 11-9051.00 ONET Lookup

Hourly Wage 2:

Required Certification 2:

Save/Return Save/Continue Return

At the bottom of the **Program Description** page, you can click on either **Save/Return** or **Return**, to return to the list of programs.

Program Performance page display. It is optional for Providers to complete this page at this time. The information will display to the public if performance data is entered.

Program Menu

Provider Update

My Account

Program Performance - Empire Beauty School/EEG, Inc. 1

Any program that is covered by the Higher Education Act (HEA) or is a registered apprenticeship program is not required to submit the following performance data information for initial eligibility. However, it is encouraged.

All programs must complete the following performance data to be considered for renewal (subsequent eligibility).

Any providers requiring assistance acquiring statistical performance information on program participants for the Employed and Average Wage measures may request assistance for UI wage matching. If interested in this assistance, please contact the Local Area contact for instructions.

Enter either raw numbers or percentages, not both.

Aesthetics

Program Performance For All Students

Begin Date

mm/dd/yyyy

End Date

mm/dd/yyyy

Number Participated

Number Completed

Completed Percent

0%

Number Employed After Leaving The Program

Employed Percent

0%

Avg Hourly Wage At Placement:

0.00

Do not enter the percentages if Completed and Employed values are entered.

Completed Percent

Employed Percent

WIA Participant Performance

To be filled in by Local Area Staff

Begin Date

End Date

Completed

Employed

Do not enter the percentages if Employed, Employed > 6 mo., and Attained More Skills values are entered.

Employed Percent

Employed > 6 Mo. Percent

Attained More Skills Percent:

Save/Return

Return To List

Clear Changes

Program Menu

Provider Update

My Account

Provider Programs - Empire Beauty School/EEG, Inc. 1

To edit an existing program, click the Edit link next to the name you wish to edit. To delete a program, click the Delete link.

Aesthetics	Edit	Delete
Cosmetology	Edit	Delete
Cosmetology / Student Instructor	Edit	Delete
Men's Hairstylist	Edit	Delete
Nail Technology / Manicurist	Edit	Delete

Add Program

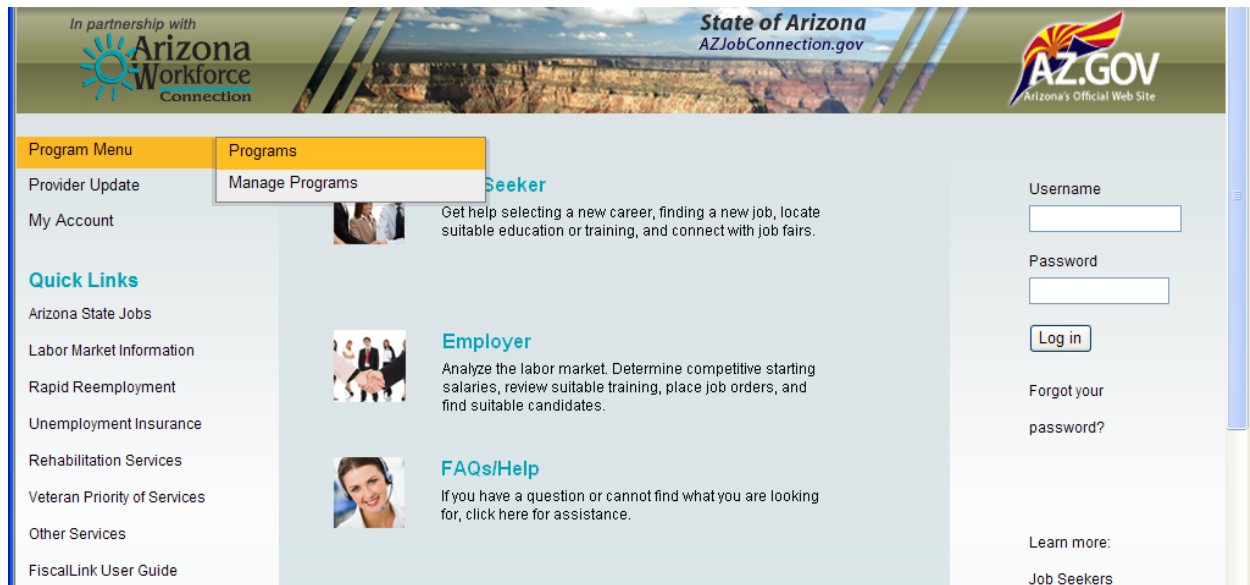
Return To Menu

Repeat the process for all programs that require editing or deleting.

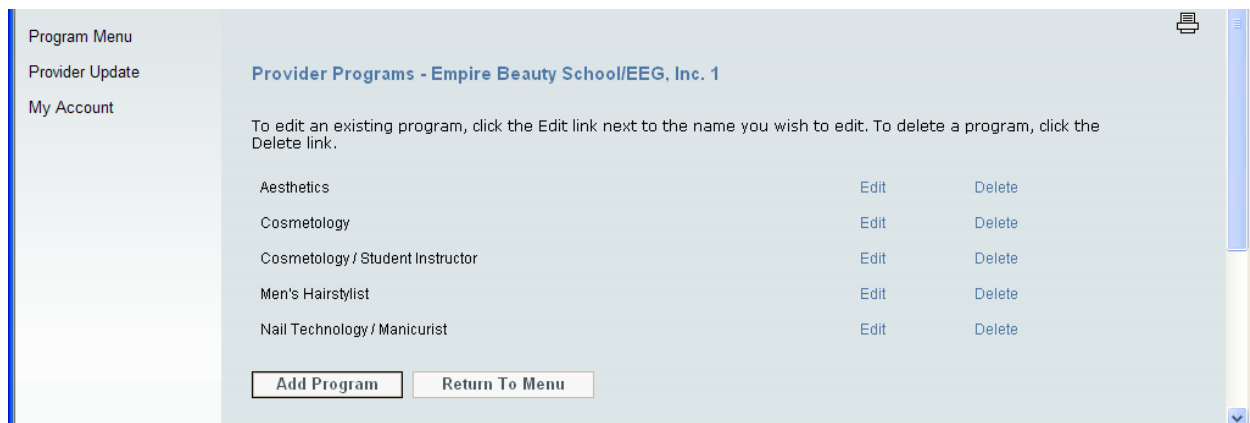
A system-generated e-mail is sent to the user's e-mail address, the Local Area Approver, and the Employment Administration (EA) Help Desk, whenever any changes are made to an existing program.

ADD A NEW PROGRAM

To add a new program form the **Program Menu** select **Programs** to display the **Provider Programs**.



The **Provider Programs** list displays. Click on the **Add Program** button at the bottom of the page. This will display the **Program Description** page.



A blank **Program Description** page display.

Enter the new program information. You will be required to complete this page before moving to the **Performance Description** page, which is optional.

Click on Save/Continue and your program will be sent to the LWIA ETP Approver for your area for review and approval by the LWIB Members and you will display the **Program Menu** page.

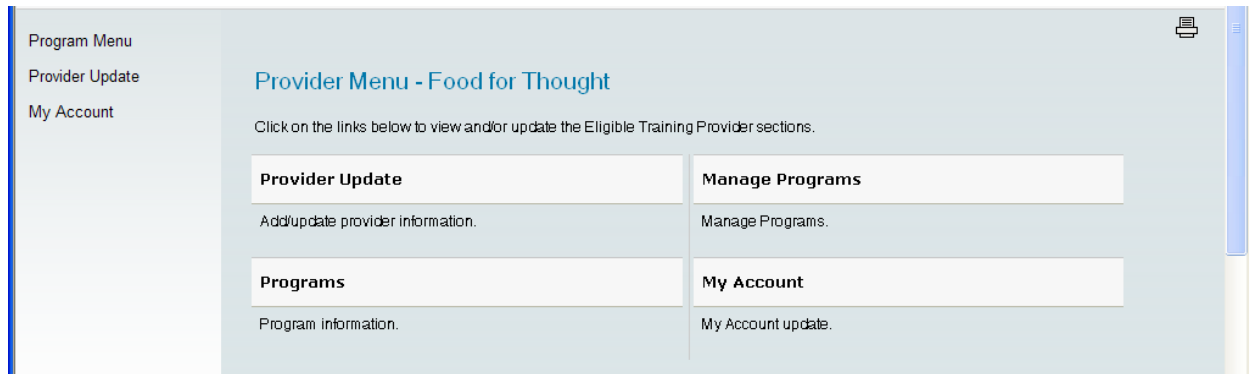
Approval can take up to 30 days. Local Workforce Investment Board (LWIB) members meet once a month. If your program is submitted right before the Board meeting, your program can be approved within three days. If you submit your program right after the LWIB meets, it can take up to 30 days.

NOTE: The Mohave/La Paz LWIB only meets once every quarter (4 times a year) so it could take our Board longer than 30 days depending when the program has been submitted within that quarter.

Contact your LWIA ETP Approver for all program questions.

Click on **Return to Menu** to display the **Provider Menu** page.

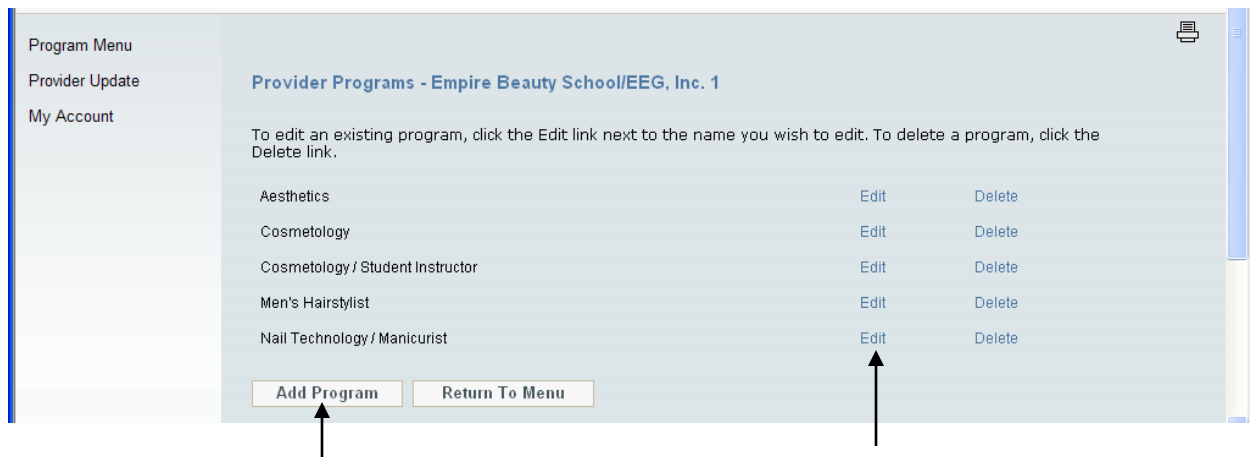
Provider Menu displays.



From the **Provider Menu** page click on **Programs**.

EDIT A PROGRAM

The **Provider Programs** page displays. This is where you can edit or delete existing programs or add additional programs to submit for approval.

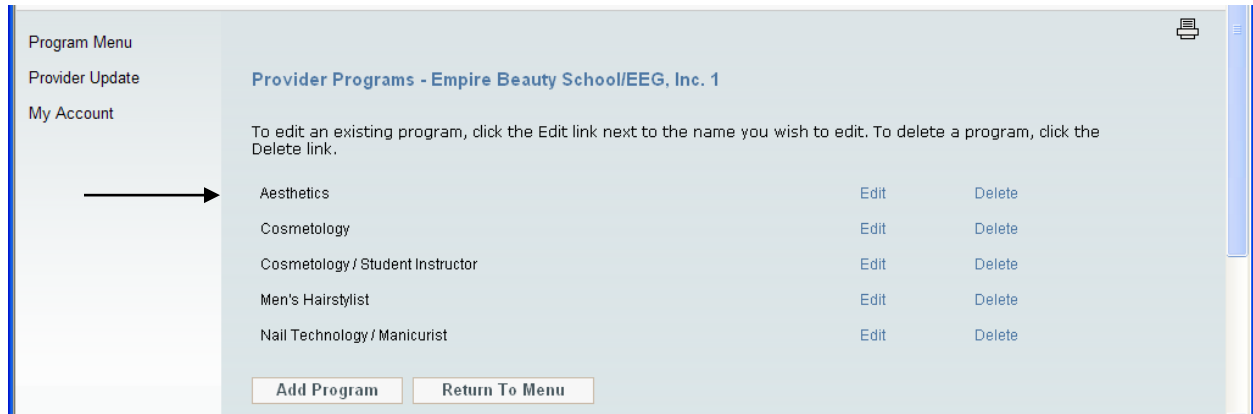


To edit an existing program, click on the Edit link on the **Provider Program** page and you will display the **Program Description** page.

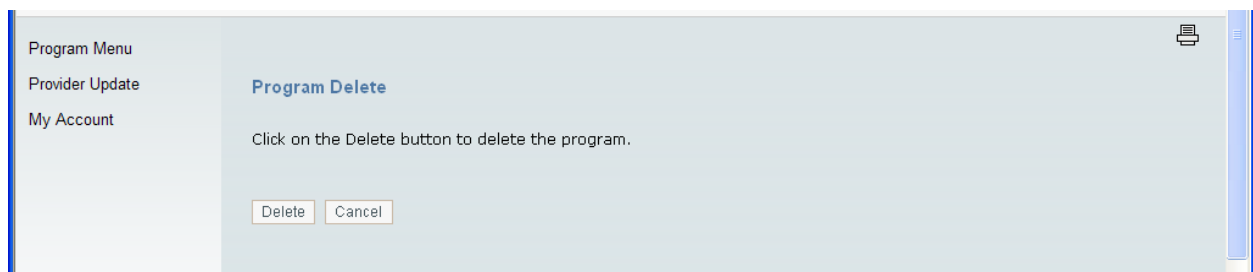
DELETE A PROGRAM

If you choose to delete a program click on Delete next the program you want to delete.

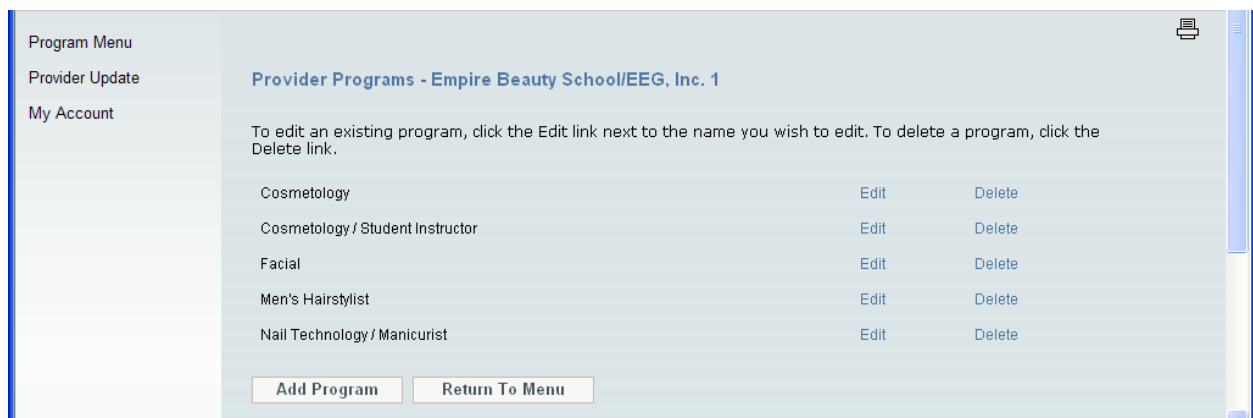
Deleted programs cannot be retrieved.



The **Program Delete** page displays to confirm you want to delete the program.



Click on Delete button and the program is removed. **Deleted programs cannot be retrieved.**



Click on **Program Menu** and log off to return to the **Presentation/Home** page. You may need to open a new Browser to return to the **Presentation/Home** page.

Any changes made in AJC generates an e-mail to the user, LWIA ETP Approver, and EA Help Desk. Here is a sample of what the AJC system-generated e-mails look like:

Program Update:

*** ETP Program Update *** Provider: Brookline College Program: Associate of Science - Accounting Username: dnoriega@brooklinecollege.edu User Type: Provider: 14117 Name: David Noriega Phone: 6026447085 Email: dnoriega@brooklinecollege.edu -----
----- Training Services Type: Training Program of Multi-Courses 7 Program Name: Credit Hours: 60 Training Weeks: 60 Training Location: Distance Learning Graduation Cost: 0.00 Other Description: Technology Fees Other Cost: 1800.00 Certified: n Wage 1: 29.66 Wage 2: 36.03

Program Deleted:

*** ETP Program has been deleted *** Provider: Brookline College Program: Associate of Science - Accounting Username: dnoriega@brooklinecollege.edu User Type: Provider: 14117 Name: David Noriega Phone: 6026447085 Email: dnoriega@brooklinecollege.edu -----
----- Deleted Program: Health Technology Management-Medical Assistant Specialization

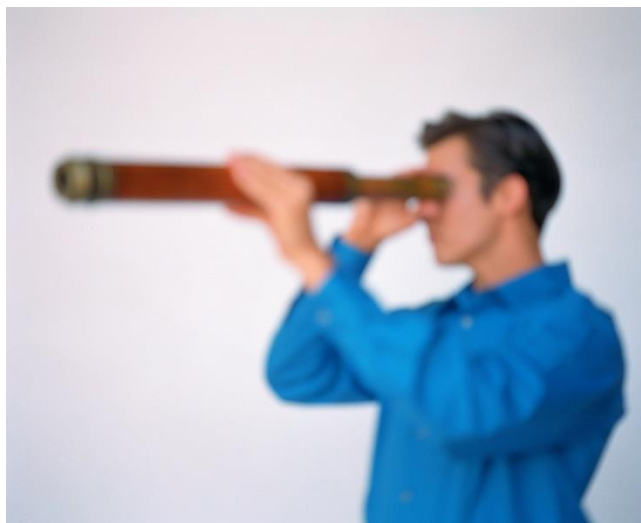
Program Performance Added:

*** ETP Performance has been added *** Provider: Jet Aeronautical Program: King Air 200/90 Flight Training Course Username: sheri@jetaeronautical.com User Type: Provider: 14273 Name: Sheri Snead Phone: 6195621950 Email: sheri@jetaeronautical.com -----
----- *** Program Performance For All Students *** Begin Date: 07/01/2010 End Date: 06/30/2011 Participated: 181 Completed: 181 Employed: 176 Avg Hourly Wage: 40.00

New Provider:

*** ETP State Admin Provider Approval *** Provider: Hogan School of Real Estate, inc Program: Username: SBufford@azdes.gov User Type: State Admin Name: Sandra Bufford Phone: 6025426325 Email: SBufford@azdes.gov ----- *** Provider Approval *** The State Administrator and your Local Area Administrator have approved your request to be added to the approved provider list.

HOW TO SEARCH FOR A PROVIDER OR PROGRAM

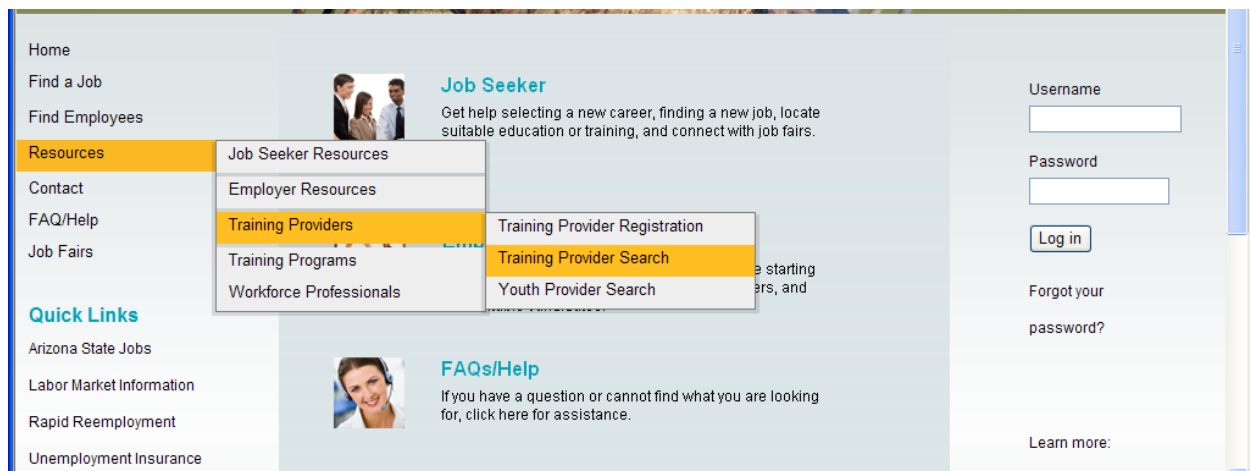


HOW TO SEARCH FOR A PROVIDER OR PROGRAM

From the **Presentation/Home** page, students, WIA and TAA participants, and the public will follow this process to search for training providers and/or training programs.

From the **Presentation/Home** page select:

- **Resources**
 - **Training Provider**
 - **Training Provider Search** and click on this link.



The **School and Training Provider Search** page displays.

Students enter specific information in the field of their choice to search for a training provider.

Typing errors and misspelled words will prevent the correct information from displaying.

A screenshot of the 'School & Training Provider Search' page. The breadcrumb trail at the top reads 'Home >> Resources >> Training Providers >> Training Provider Search'. The page title is 'School & Training Provider Search'. Below the title is a prompt: 'Enter your search criteria, then click the 'Search' button to view the results.' The search form contains several fields: 'Training Type' (a dropdown menu), 'School Name' (a text input field with 'empire' entered), 'School Type' (a dropdown menu), 'Location' (a dropdown menu), 'Zip Code' (two text input fields for '00000' and '0000'), 'Program Name Contains' (a text input field), 'CIP Code (for Workforce Staff only)' (a text input field), and 'Local Area' (a dropdown menu). At the bottom of the form is a checkbox labeled 'Services Provided' with 'WIA Approved' next to it. At the very bottom are 'Search' and 'Reset' buttons. An arrow points from the left margin to the 'School Name' input field.

Students can search using any of the following search criteria:

- School name
- School type
- Zip Code
- CIP Code
- Program Name Contains, etc.
- Leave blank to display all providers

If a student does not enter any search criteria, all providers will display in alphabetical order.

The Reset button clears any search information entered. Click on the Search button at the bottom of the page to display the information selected.

It is the responsibility of the providers to check their provider and program information to ensure it is current and displaying correctly to the public.



The screenshot shows a web application interface with a sidebar on the left containing links: Home, Find a Job, Find Employees, Resources, Contact, FAQ/Help, and Job Fairs. The main content area is titled 'Search Results' and indicates 'Showing 1-5 of 5 providers matching criteria.' Below this is a table with columns: Name, City, County, and Type. An arrow points to the first row of the table.

Name	City	County	Type
Empire Beauty School/EEG, Inc. 1	Phoenix	Phoenix, City of	Private Career School/College
Empire Beauty School/EEG, Inc. 2	Paradise Valley	Phoenix, City of	
Empire Beauty School/EEG, Inc. 3	Prescott	Yavapai	Private Career School/College
Empire Beauty School/EEG, Inc. 4	Chandler	Maricopa	
Empire Beauty School/EEG, Inc. 5	Tucson	Pima	Private Career School/College

If the student finds a school they like, they click on the provider name (this search was by training provider name).

Click on the name of the provider to display the provider **Details** page:

The **Details** page displays.

This information comes from the **Training Provider Details** and **Eligibility** pages.

Home
Find a Job
Find Employees
Resources
Contact
FAQ/Help
Job Fairs

Details

Related Links: [More Info](#) | [Programs](#)

Provider Name: Empire Beauty School/EEG, Inc. 1
Address: 2727 West Glendale Ave #200
Phoenix, AZ 85051
County: Phoenix. City of
Phone Number: (570) 429-4321
Fax Number:
Basic Provider Type: Private Career School/College
Web Site Address: [empire.edu](#)
Contact Person: Kathleen Paul
Title: Student Account Coordinator
WIA Approved: Yes
Services Provided: Accredited
Financial Aid
Last Updated: May 18, 2012
Accredited by: NACCAS
Registered with:
Does your institution have a tuition refund policy? Yes
Federal Grants: Pell grants
[View Map - Get Directions](#)
[Return To Search](#)

Click on **Program** to display all the programs this provider offers.

Home
Find a Job
Find Employees
Resources
Contact
FAQ/Help
Job Fairs

Programs

Related Links: [Details](#) | [More Info](#)

Program Name	WIA Approved	CIP Code
Aesthetics	Yes	120409
Cosmetology	Yes	120401
Cosmetology / Student Instructor	Yes	120413
Nail Technology / Manicurist	Yes	120410

[Return To Search](#)

Provider **Programs** display. All approved programs associated with that provider, including their WIA Approval status and Classification of Instructional Programs (CIP) Code from the **Program Description** page display.

Home	Programs	
Find a Job	Related Links: Details More Info	
Find Employees		
Resources	Program Name	WIA Approved
Contact		CIP Code
FAQ/Help	Aesthetics	Yes
Job Fairs	Cosmetology	Yes
	Cosmetology / Student Instructor	Yes
	Nail Technology / Manicurist	Yes
	Return To Search	

From the Programs page, under Program Name, click on the program of choice to display the **Detail** page. This will display different options (see the page 107 – **Details**).

Click on **More Info**.

The **More Info** page displays. This information is from the **Institution Info** page. The type of institution the provider is, private, public, joint vocational, etc. Click on **Details**.



Find Employees	Related Links: Details Programs	
Resources	Postsecondary eligible to receive Title IV funds from Higher Education Act (HEA) and provides an associate degree, baccalaureate degree, or certificate:	Private
Contact	Postsecondary not providing an associate degree, baccalaureate degree, or certificate:	N/A
FAQ/Help	Registered Apprenticeship program under National Apprenticeship Act:	N/A
Job Fairs	Non-Registered Apprenticeship program:	N/A
	Community Based Organization:	N/A
	Joint Vocational School:	N/A
	Proprietary School:	N/A
	Cosmetology :	N/A
	Is your training/education institution authorized with your state to provide a program of education beyond secondary education?	No
	Offers Associate Degree:	No
	Offers Baccalaureate Degree:	No
	Offers Certificate:	Yes
	Offers License:	Yes
	Offers Competency or skill recognized by employer:	No
	Offers Additional skills or competencies generally recognized by employers:	No
	Return To Search	

The **Details** page displays with program and contract information. If you have additional information that you cannot fit into one of the panels, on the **Program Description** page, enter the information in the Program Synopsis panel, you have 5,000 characters in this area. You can enter program cost, details about additional fees; explain policy, etc. You can also get to this page by click on the program name.

The screenshot shows a web interface with a sidebar on the left containing links: Home, Find a Job, Find Employees, Resources, Contact, FAQ/Help, and Job Fairs. The main content area is titled 'Details' and has a sub-header 'Related Links: [Cost Items](#) | [Demand Occupation](#) | [Performance](#)'. Below this, there is a table-like structure with the following information:


Program Name:	Aesthetics Similar Program in Area
Description:	MIG2343 - The aesthetician course specializes in preventative skin care and offers instruction to keep skin healthy and attractive.
Program Length (Weeks):	21
Hours:	600
Entrance Requirements:	HS diploma or GED certificate
Completion:	Certification or License;
School:	Empire Beauty School/EEG, Inc. 1 (Details)
Address:	2727 West Glendale Ave #200 Phoenix, AZ 85051
Phone Number:	(570) 429-4321
Fax Number:	
WIA Approved Program:	Yes
Total Credit/Curriculum Hours:	600
Total Number of Training Weeks:	21
Training Location(s):	2727 W. Glendale Ave
Type of Attainment:	Certification or License;
Type of financial aid offered or have access to:	Pell Grants, Subsidized Loans, Unsubsidized Loans
Refund Policy:	same or stricter than the state refund policy

Below the table, there is a link 'View Map - Get Directions' and two buttons: 'Return To Search' and 'Return To Provider Details'.

From the **Details** page click on the “Similar Programs in Area” link to view programs of the same type.

Click on **Cost Items** to display the cost of the program.

The **Cost Items** page displays. This information also comes from the **Program Description** page. Click on the **Demand Occupation**.



Home
Find a Job
Find Employees
Resources
Contact
FAQ/Help
Job Fairs

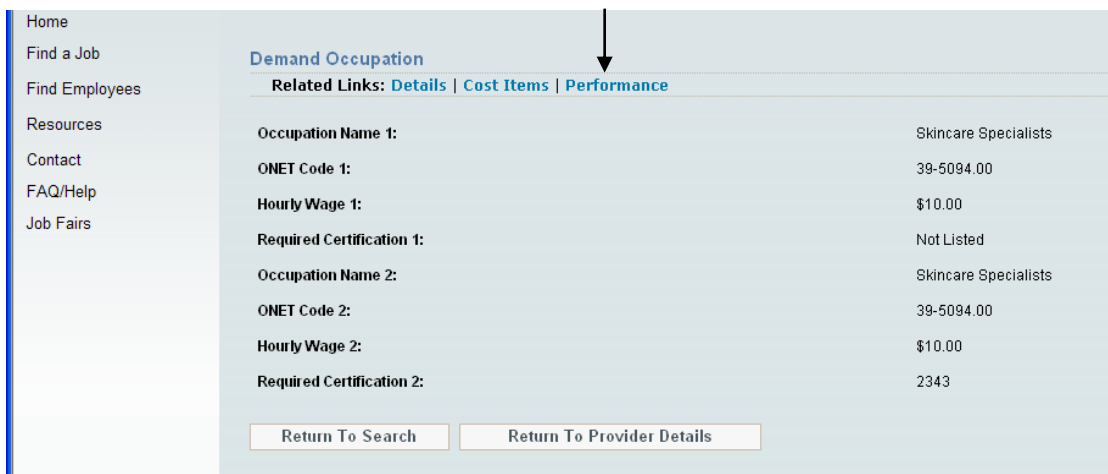
Cost Items

Related Links: [Details](#) | [Demand Occupation](#) | [Performance](#)

Item	Cost	Description
Tuition:	\$5,600.00	
Registration Fees:	\$100.00	
Book(s):	\$355.00	
Supplies/Materials not included in tuition:	\$956.60	
Testing/Exam Fee(s):	\$0.00	
Graduation Fee:	\$0.00	
Other: Lab/Uniform/ReqMedExam Fees	\$70.00	Lab/Uniform/ReqMedExam Fees
Is the proposed curriculum currently certified by an accrediting agency or similar national standardization program?	Yes - AZ State board of Cosmetology	
Is this proposed curriculum considered a nontraditional program of training services for women?	No	

[Return To Search](#) [Return To Provider Details](#)

The **Demand Occupation** page displays. This information is also from the **Program Description** page.



Home
Find a Job
Find Employees
Resources
Contact
FAQ/Help
Job Fairs

Demand Occupation

Related Links: [Details](#) | [Cost Items](#) | [Performance](#)

Occupation Name 1:	Skincare Specialists
ONET Code 1:	39-5094.00
Hourly Wage 1:	\$10.00
Required Certification 1:	Not Listed
Occupation Name 2:	Skincare Specialists
ONET Code 2:	39-5094.00
Hourly Wage 2:	\$10.00
Required Certification 2:	2343

[Return To Search](#) [Return To Provider Details](#)

Students see the types of occupations the program will train them for and the average hourly wages to be earned in these occupations/jobs. Here is the link for the Bureau of Labor Statistic for wage information. <http://www.bls.gov/home.htm>. Click on **Performance**.

The **Performance** page displays. This information comes from the **Program Performance** page. DES does not track this information at this time, but it is optional for providers to complete. Information entered will display to the public.

Home
Find a Job
Find Employees
Resources
Contact
FAQ/Help
Job Fairs

Performance
Related Links: [Details](#) | [Cost Items](#) | [Demand Occupation](#)

Program Performance For All Students

Completed Percent:	0%
Employed Percent:	0%
Avg Hourly Wage:	0.00

WIA Participant Performance

Employed Percent:	0%
Employed > 6 Mo. Percent:	0%
Avg Hourly Wage > 6 Mo.:	0.00
Attained More Skills Percent:	0%

[Return To Search](#) [Return To Provider Details](#)

Click on the **Return To Provider Details** button to return to the **Details** page or **Return To Search** page to start a new search.

On the **Control Panel**, click on the **Home** button to return to the **Presentation/Home** page.

Home
Find a Job
Find Employees
Resources
Contact
FAQ/Help
Job Fairs

Details
Related Links: [Cost Items](#) | [Demand Occupation](#) | [Performance](#)

Program Name: Aesthetics
[Similar Program in Area](#)

Description: MIG2343 - The aesthetician course specializes in preventative skin care and offers instruction to keep skin healthy and attractive.

Program Length (Weeks): 21

Hours: 600

Entrance Requirements: HS diploma or GED certificate

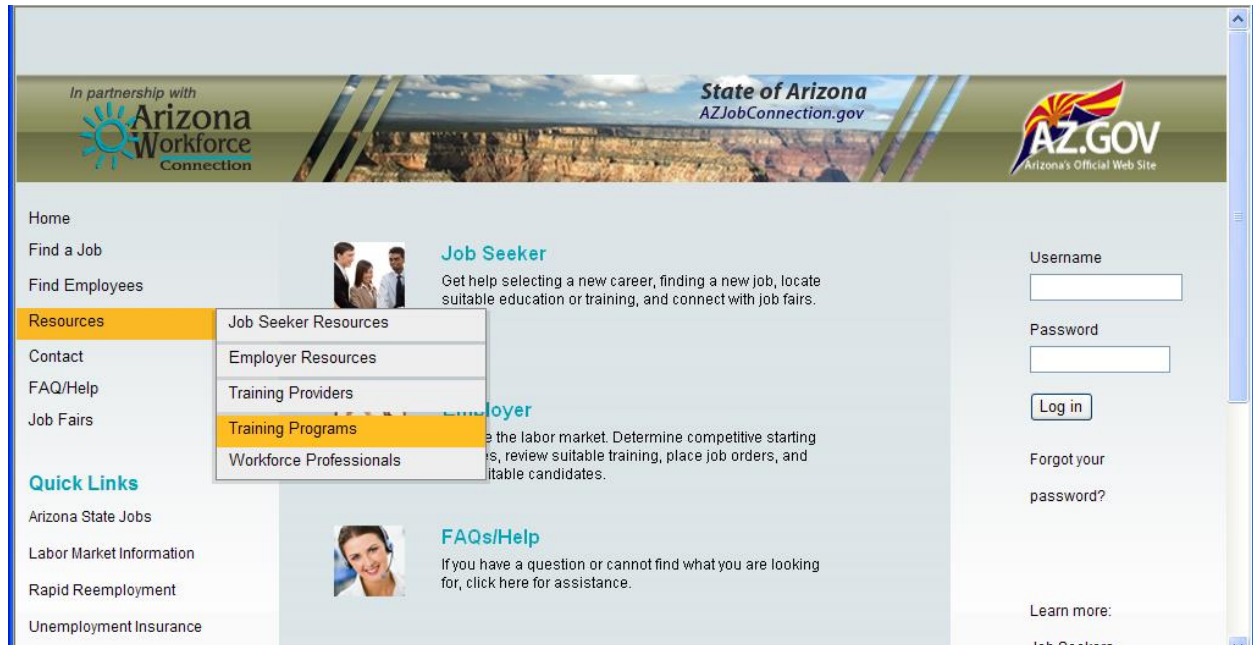
Completion: Certification or License;

School: Empire Beauty School/EEG, Inc. 1 ([Details](#))

Address: 2727 West Glendale Ave #200
Phoenix, AZ 85051

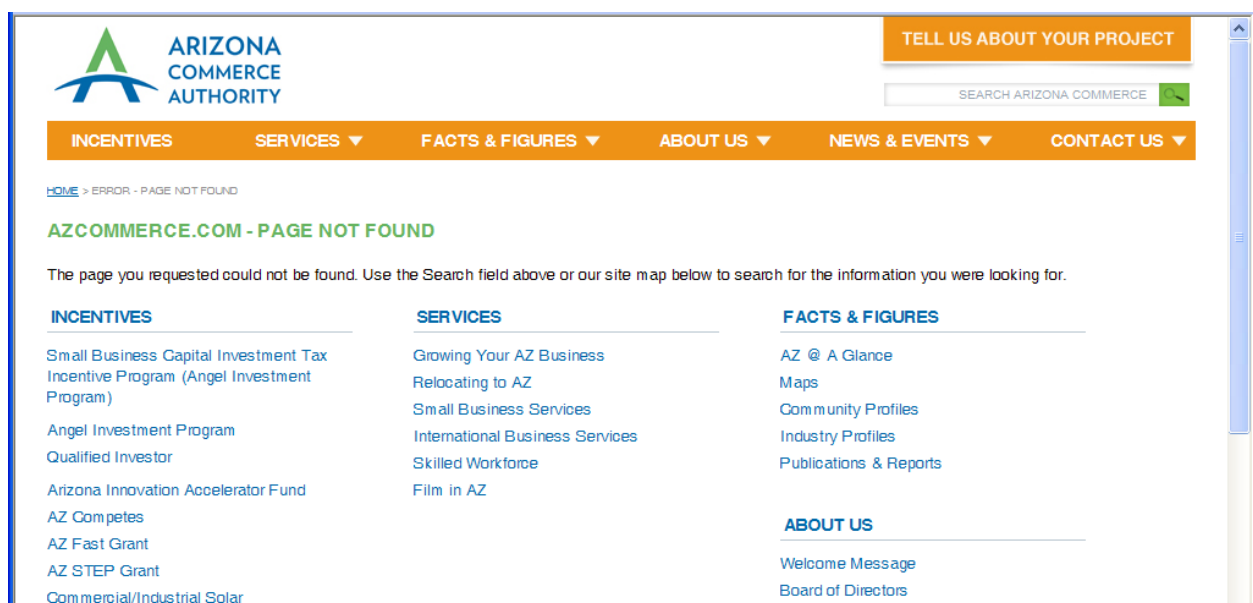
Presentation/Home page display.

Highlight the **Resource** link highlight and highlight and click on **Training Programs**.



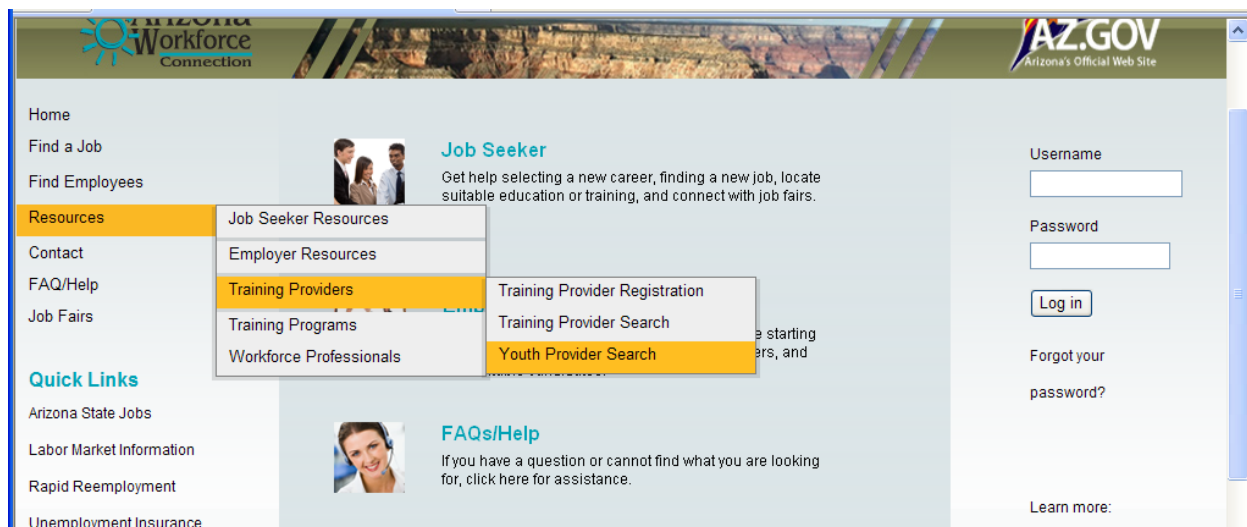
The **Training Programs** link flows out of the AJ Job Connection application to outside training programs. This is where the public accesses additional training information.

Below is the page that currently displays.



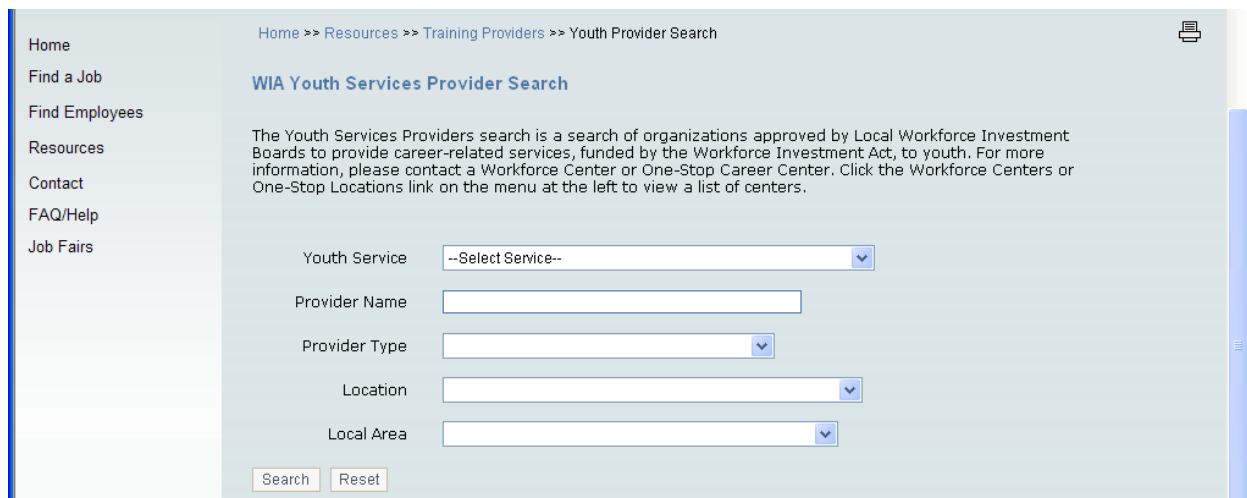
Click on the back arrow on the URL to return to the Presentation/Home page.

Highlight **Resources**, **Training Providers** and highlight and click on **Youth Provider Search**.



The **WIA Youth Services Provider Search** page displays.

DES providers will not be using this page at this time. Return to the **Presentation/Home** Page.



This completes the review of the provider pages.

Next we will see how providers and their program are approved by the LWIA ETP Approvers and ETP State Administrator.

**PROVIDER AND PROGRAM
APPROVAL PROCESS
VIEW ONLY**



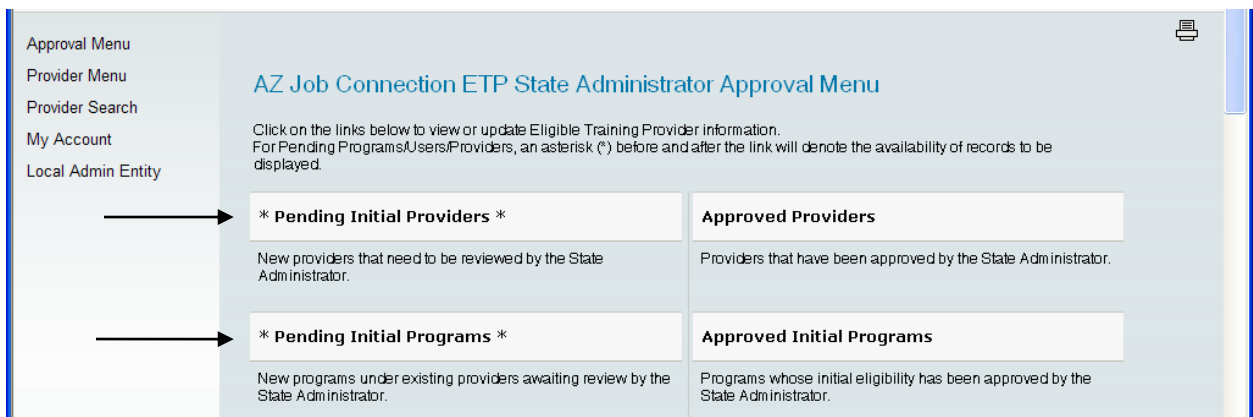
Chapter 7 ETP State Administrator Program Approval Process


Chapter 8

Chapter 9 This is Informational only.

From the **AZ Job Connection ETP State Administrator Approval Menu**, providers pending approval, new users accounts, and provider programs display in the following queues:

- Pending Initial Providers – new providers seeking approval
- Pending Initial Programs – approved programs seeing ETP State Administrator approval
- Pending New Users – new users and new users associating with existing providers seeking approval



	No Pending Subsequent Programs Programs whose subsequent eligibility is due for approval.	Approved Subsequent Programs Programs that have had their subsequent eligibility approved by the State.
	No Eligibility Expiration Notifications Approved programs that are within 45 days of their subsequent eligibility renewal.	Approved Users Users that have been approved to use the ETP system.
	* Pending New Users * New users awaiting approval to use the ETP system.	* Pending Denied * Programs or providers that did not meet criteria for approval. May be eligible for reapplication in 6 months.
	Denied Users Users that have been denied access to the ETP system.	Removed Programs/Providers Programs or providers that no longer exist, have asked to be removed, or need to be removed for other reasons.
	Provider Menu Menu containing Provider Search, General Information, Provider Details, Eligibility, Debarment, New Institution QA, and Program Details.	

Chapter 10 Provider and Program Approval Process

Existing providers and their programs converted to the new AJC system automatically. Providers should review their training provider detail information and program to ensure all information converted and converted correctly.

Providers register by creating a new provider account (Username and Password) and entering their initial provider information (complete training provider detail, eligibility, debarment, institution info pages) into AJC to create a record. Then providers add one program.

The new provider record displays in the AZ Job Connection ETP State Administrator **Pending Initial Providers** queue. Pending approval, the ETP State Administrator requests the following documents while reviewing the training provider's record. **NOTE:** Each provider location requires an account and training provider record and one program but requested documents are for the corporate level and not required for each provider location.

6. Current license from appropriate Arizona licensing authority.
7. Certificate of Liability Insurance naming Arizona Department of Economic Security (ADES) as Certificate Holder with a \$2 million General Aggregate Limit and ADES named as additional insured. The mailing address is P.O. Box 6123, S/C 920-Z, Phoenix, AZ 85005- Attention ETP State Administrator.
8. Results from the latest financial audit or a cover letter from the last financial review.
9. Student grievance policy.
10. Student refund policy and procedures.

The approval of a new provider record at this level is pending approval to display in AJC as a training provider. The ETP State Administrator approves the provider account and records while the program is pending approval with the LWIA and LWI B members, including WIA Approval.

Once the provider account, record, and their one initial program are approved, a system-generated e-mail notifies the provider they have been approved. The provider and the program displays in AJC for the public to view. Thereafter, the provider can add additional programs.

Training providers are only denied, as a provider, only if they are not in compliance with the training provider assurances.

A training provider can be approved as a provider and have their programs denied by the local area.

When a WIA Approved provider is denied or removed, if the provider has any WIA-approved programs, the status of the programs is set to non-WIA-approved.

Once denied, providers cannot reapply to be on the ETLP for six months.

HOW TO RESET YOUR PASSWORD



HOW TO RESET YOUR PASSWORD

Follow these instructions to reset your Password.

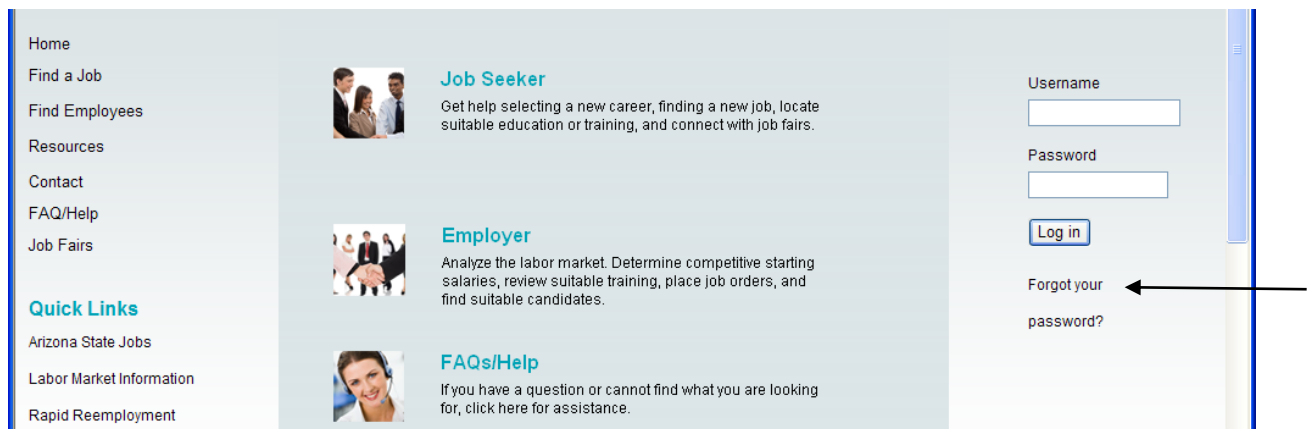
If you need your **Username only**, you can contact the ETP State Administrator at:

- SBufford@azdes.gov or (602) 542-6325

If you need additional assistance resetting your **Password**, contact the EA Help Desk at:

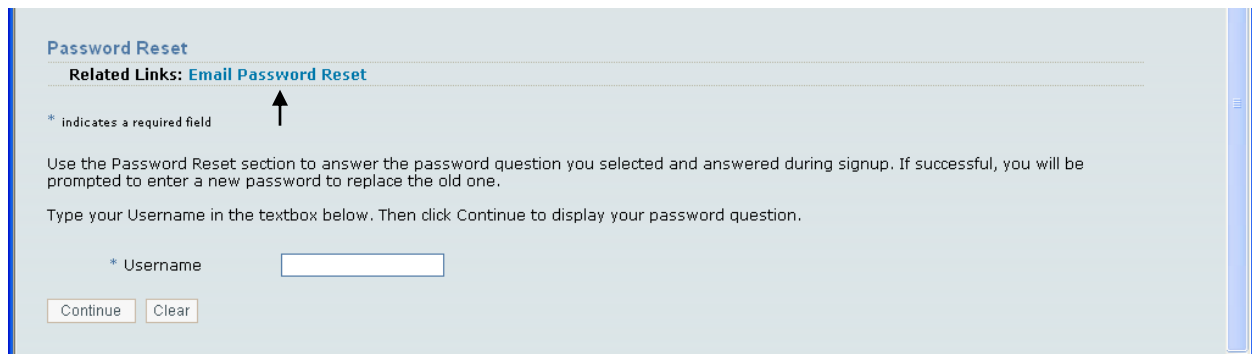
- EAHelpDesk@azdes.gov of (602) 542-2460.

From the Presentation/Home page (www.azjobconnecton.gov) click on “**Forgot your password?**”



The screenshot shows the AZ Job Connecton Home page. On the right side, there is a login section with fields for 'Username' and 'Password', a 'Log in' button, and a link labeled 'Forgot your password?'. A black arrow points from the right edge of the page to the 'Forgot your password?' link. The left sidebar contains a 'Quick Links' section with links to 'Arizona State Jobs', 'Labor Market Information', and 'Rapid Reemployment'.

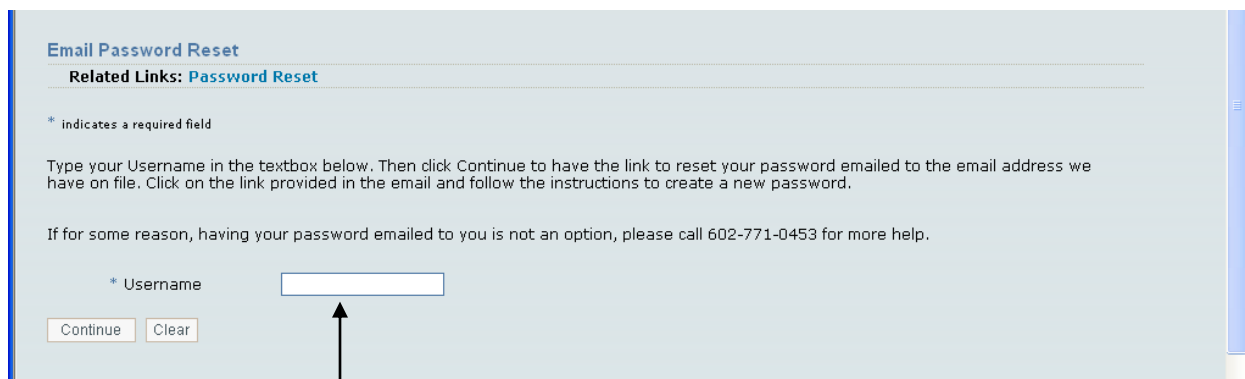
From the Password Reset page, click on **Email Password Reset** – this is required because Providers and LWIA ETP Approvers do not have a password question.



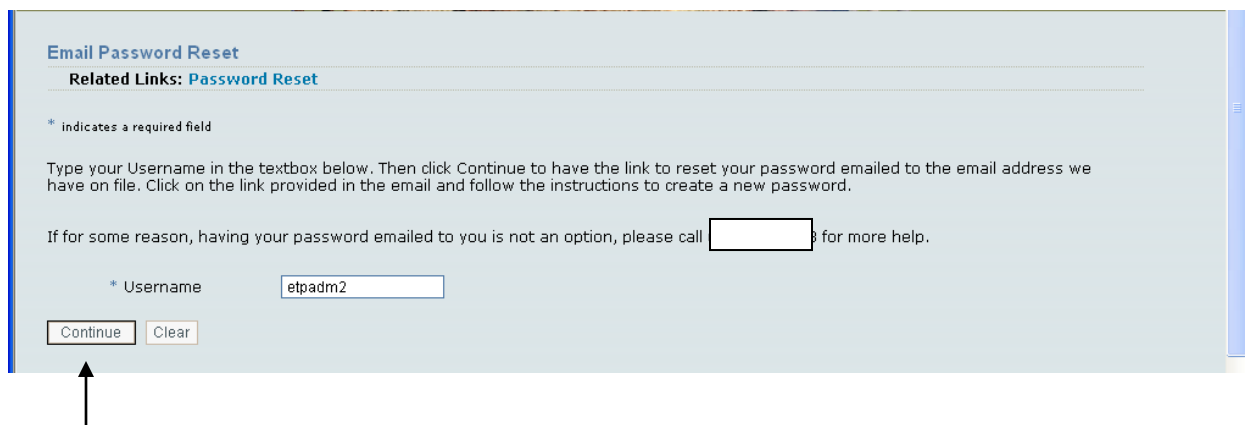
The screenshot shows the 'Password Reset' page. At the top, there is a section titled 'Related Links: Email Password Reset' with an arrow pointing to it. Below this, there is a text box for 'Username' and two buttons: 'Continue' and 'Clear'. The page also includes a note: '* indicates a required field'.

Email Password Reset will display at the top of the page.

Enter your Username in the panel. If you do not know your Username, the ETP State Administrator can provide it to you, but not the Password.



Click on Continue and the system will automatically e-mail a link that takes you to the page in AJC where you can enter a new Password to reset your password. The e-mail will be sent to the e-mail address associated with the Username. If you need to change the e-mail address, contact the EA Help Desk before you start this process.



The message looks/reads like this:

Your password for the AZ Job Connection website has been reset.
Please click on the link below to select a new password.
https://www.azjobconnection.gov/ders/ea/wcmrs/mn_login_fnc.cfm?v_username=gcorsen&v
Thanks, AZ Job Connection Support

If you do not receive the e-mail to reset your password within 15 minutes contact the EA Help Desk by e-mail or phone (see page 9). After you enter the new Password you will be logged in.

You must login a minimum of once every 30 days to keep your Password active.

PROVIDER TIPS



PROVIDER TIPS

Here are some general tips and information to assist providers with maximizing search featured used by the public to find their institution(s) and programs.

Provider Questions

When entering the Zip Code, which should be used the Zip Code for the Corporate location or the Zip Code for the program location?	On the Training Provider Details page, use the Zip Code that reflects the location of the corporate office. On the Program Description page, use the Zip Code that reflects the location of the program. Select the Workforce area related to that program. If you are in Maricopa County and your Zip Code is 850 select, The City of Phoenix as the Workforce area.
Can a non-WIA provider be listed in AJC?	Yes, any training institution licensed in the state of Arizona and meeting the state requirements can be listed in AJC.
I am a new provider, how long will it be before I receive my first monitoring visit?	Your first visit will be about one year from your approval date. This provides time for WIA or TAA participants to complete a program.

Program Questions:

I did a search and I cannot find my program from the "Search" page; why can't I find my program?	If you cannot find your program check the CIP and O'NET Code selected. If an incorrect code is used, the program will not display or display in the wrong category. Remove any number from the beginning of the title and use at least one word that represents the type of training category (i.e., computer, administrative). If you have combined locations you will need to create a new account and record for each location. It will take some effort, but it is worth it if the public, WIA, and TAA participants can find your programs. Have your training programs match your competitors so you will display along with them.
What is the benefit of selection Non-Traditional for Women on the Program Description page?	There is no benefit other than to let women know this training is non-traditional and women are welcome to participate.

Program Questions (Cont...):

Can program changes be made across the board instead of individual changes?	No, each change has to be made individually.
Can I add a Hyperlink to my program information?	No, this was tried and it does not work in AJC.
Is there a time limit for how long a program can be offered?	No, as long as the local area approves the program there is no time limit.
If I accidentally delete a program what is the process to restore the program?	Unfortunately, once a program is deleted that program cannot be retrieved. Contact the ETP State Coordinator by e-mail to explain the program was accidentally deleted. The ETP State Coordinator will notify the LWIA Approver so the program can be approved without going through the normal approval process.
Can providers review their approval or program status prior to approval?	This is a two-part question. No, if you are a new provider and your provider account and record have not been approved you cannot see your status. Yes, if you are approved you can view the program status from the Provider Menu> Programs or Manage Programs link.
If I am approved as a provider, but my programs are not approved, what should I do?	Contact the LWIA Approver. The e-mail address is at the bottom of the Training Provider Details page.
If a provider makes a change to their program, do these changes have to be approved before they display in AJC?	Yes. The provider, LWIA Approver and EA Help Desk receive a system-generated e-mail indicating the change and the program displays in the LWIA Approver Subsequent Pending queue for approval. The ETP State Administrator does not have to approve program changes.

General Questions:

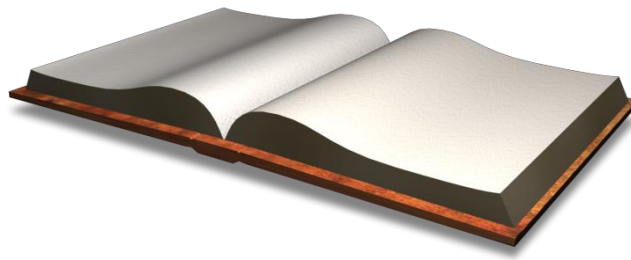
There is a four digit number on the Debarment Page that look like this 1359. What is that number	If you see a number on the Debarment Page, it is the program number that transferred over from ArizonaHeat. It has no value in AJC and should be deleted.
A number is in front of my program title that looks like this – MG5248. What is this number?	This is your Provider Number that transferred over from ArizonaHeat. AJC assigned a new provider number so you should remove this number.
How are the Training Agent ID # and Vendor # used?	The Training Agent ID number is the same as your Provider Number and the Budge Unit uses the Vendor Number for payment purposes.

General Questions (Cont...)

<p>How do I change my e-mail address?</p>	<p>Providers have e-mail account in three places:</p> <ol style="list-style-type: none">1. Primary person on the account when the provider created an account and a training record.2. Training Provider Detail page3. Program Description page. <p>To change the e-mail address on Account, go to the My Account page.</p> <p>For Account 2 go to the Provider Update page.</p> <p>For Account 3 go to Programs or Manage Programs.</p>
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PROVIDERLINK

FIELD TABLES



Chapter 12 Training Provider Field Tables

FIELDS FOR TRAINING PROVIDER DETAILS

Fields for Training Provider Details	
Field	Valid Entries
Local WIB Number	Display only; generated and displays after the page is saved. The Local WIB Number is generated based on the provider's zip code.
Identifier Number	Display only; generated and displayed after the page is saved. The Identifier Number (Provider ID) is a consecutive number generated by PROVIDERLINK. If the Training Agent ID and Vendor ID are not entered, PROVIDERLINK generates the same number for all three ID's.
Training/Education Institution Name	Text box; enter the name of the institution. Institution can (and often will) have more than one record in ProviderLink. Take care to use the name consistently. For example, if the name is Hamilton Area Community College, one record may read Hamilton ACC; another may read HACC, and another Hamilton Area Community College.
Training/Education Institution Address	Text box; enter the full address street address for the institution. This address is used by the public to map the location and get directions. P.O. Boxes cannot be mapped.
Training/Education Institution City	Text box; enter the city where the institution is located.
Training/Education Institution State	Dropdown; select the state where the institution is located from the dropdown.
Training/Education Institution Zip Code	Text box; enter the zip code of the institution.
Training/Education Institution County	Dropdown; select the county where the training institution is located.
Training/Education Institution Telephone Number	Text box; enter the telephone number for the institution.
Training/Education Institution Fax Number	Text box; enter the fax number for the institution.
General Email Address	Text box; enter an email address to which the public can address general information inquiries. Not a required field.
Website Address	Text box; enter the website address for the institution. Not a required field.
Website Link	Display only. If a website address is entered, the URL displays as a link when the page is saved.

Fields for Training Provider Details	
Field	Valid Entries
FEIN	Text box; enter the FEIN (Federal Employer Identification Number) for the institution.
Training Agent ID	Text box; enter the Training Agent ID. If the Training Agent ID field is not entered, PROVIDERLINK will assign the Training Agent ID when the page is saved. (PROVIDERLINK generates consecutive Provider ID's for each record entered. The Training Agent ID and Vendor ID generated will be the same number as the Provider ID.) The Training Agent ID is entered on the Service Details page in ServiceLink.
Vendor ID	Text box; enter the Vendor ID. If the Vendor ID field is not entered, PROVIDERLINK will assign the Vendor ID when the page is saved. (PROVIDERLINK generates consecutive Provider ID's for each record entered. The Training Agent ID and Vendor ID generated will be the same number as the Provider ID.) The Vendor ID is used to identify Vendors in FiscalLink.
Contact Person	Text box; enter the full name of the contact person.
Contact Address	Text box; enter the full address of the contact person.
Contact City	Text box; enter the city where the contact person is located.
Contact State	Dropdown; select the state where the contact person is located from the dropdown.
Contact Zip Code	Text box; enter the zip code of the contact person.
Contact Telephone Number	Text box; enter the telephone number for the contact person.
Contact Fax Number	Text box; enter the fax number for the contact person.
Contact Email Address	Text box; enter an email address for the contact person.
Institution/Organization Type	<p>Dropdown; select an option to indicate the type of institution. Options are:</p> <p>Charitable/Faith-Based Organization Public Community/Technical School/College College/University (Four Year) Community-Based Organization Employer Government Agency Labor Union Private Career School/College Private Corporation Other</p>
Approved WIA Youth Services Provider	Select Yes or No.

FIELDS FOR [PROVIDER] ELIGIBILITY

Fields for [Provider] Eligibility	
Fields	Valid Entries
Postsecondary eligible to receive Title IV funds from Higher Education Act (HEA) and provides an associate degree, baccalaureate degree, or certificate	<p>Checkboxes; check all valid options. Options are:</p> <p>Public Private Non-Profit Sectarian</p>
Postsecondary not providing an associate degree, baccalaureate degree, or certificate	
Registered Apprenticeship Program Under National Apprenticeship Act	
Non-Registered Apprenticeship Program	
Community-Based Organization	
Joint Vocational School	
Proprietary School	
Other (Identify Below)	
Other (Please specify if selected above.)	Text box; enter a description of the type of training institution. Required if one of more of the checkboxes in Other is checked.
Associate Degree	<p>Select Yes or No for each type.</p>
Baccalaureate Degree	
Certificate	
License	
Competency of Skill Recognized by Employer	
Additional Skills or Competencies Generally Recognized by Employers	
Other (Please see below.)	
Other (Please specify if selected above.)	Text box; enter a description of the Other type of Degrees Offered. Required if Other is Yes.

FIELDS FOR DEBARMENT

Fields for Debarment	
Field	Valid Entries
Is your training/education institution listed on any state or federal debarment lists?	Select Yes or No.
Name of First Debarment List	Text box; enter the name of the first debarment.
Date of First Inclusion	Text box; enter the date of first inclusion in the mm/dd/yyyy format.
Name of Second Debarment List	Text box; enter the name of the second debarment.
Date of Second Inclusion	Text box; enter the date of second inclusion in the mm/dd/yyyy format.
Name of Third Debarment List	Text box; enter the name of the third debarment.
Date of Third Inclusion	Text box; enter the date of third inclusion in the mm/dd/yyyy format.

FIELDS FOR INSTITUTION INFO

Fields for Institution Info	
Field	Valid Entries
Accredited	Select Yes or No.
Accredited By	Textbox; enter name of accreditation entity.
Approved	Select Yes or No.
Approved By	Textbox; enter name of approval entity.
Registered	Select Yes or No.
Registered With	Textbox; enter name of registration entity.
Licensed	Select Yes or No.
Licensed By	Textbox; enter name of licensure entity.
Does your institution have a tuition refund policy?	Select Yes or No.
Does your institution have access to or offer the following financial aid?	Select Yes or No.
Federal Grants	Select Yes or No.
List	Text box; list federal grants.
State Grants	Select Yes or No.
List	Text box; list state grants.
Local Grants	Select Yes or No.
List	Text box; list local grants.
Scholarships	Select Yes or No.
List	Textbox; list scholarships.
Fellowships	Select Yes or No.
List	Text box; list fellowships.
Training/Education Institution Grants	Select Yes or No.
List	Text box; list training/education institution grants.

FIELDS FOR PROVIDER MENU

Fields for Provider Menu	
Menu Link	Description
Provider Update	Displays the first page of the provider record, editable. Use this menu option to update the provider information.
Manage Programs	Displays a list of programs with columns for Program Name, WIA (Yes or No), and Date (Approval Date). Use this page to monitor eligibility expiration dates.
Programs	Displays a list programs with links for edit and delete. Use this page to update program information, add new programs, or delete programs.
My Account	Displays the My Account page, editable. Use the page to your account information up-to-date.

FIELDS FOR PROVIDER PROGRAM

Fields for Provider Program	
Field	Valid Entries
WIA Approved	Display only; displays the status of the program.
Do you wish to apply for WIA Approval?	Select Yes or No.
Last Updated	Display only; displays date of last update to the program, not the status. The date of state administrator approval displays on the Provider Programs page. Displays after the page is saved.
This individual program of training services is: (Check all that apply.)	Checkboxes; check all that apply. Options are: Single Course/Class; Training Program of Multi-Courses; Non-traditional for Women
Local WIB Number	Display only; displays after the page is saved. The Local WIB Number is generated from the zip code on the program.
Program Name or Single Course/Class Title	Text box; enter the name of the program or course.
Program Synopsis	Text box; enter a synopsis of the program.
Curriculum Competency Based	Text box; if the curriculum is competency-based, describe the competencies.
Prerequisites	Text box; enter or list the prerequisites.
Total Credit/Curriculum Hours	Text box; enter the number of credit or curriculum hours.
Total Number of Training Weeks	Text box; enter the number of weeks needed to complete the program/course.
Training Location	Text box; enter the street address of the training location.
County	Drop down; select the county where the training is located.
Zip Code	Text box; enter the zip code where the training is located.
Program Length	Drop down; select the program length. The program length indicates the type of periods for the training. For example, if the training is offered by the Semester, but takes two semesters to complete, select Semester. The total length of the training is indicated by Total Credit/Curriculum Hours and/or Total Number of Training Weeks. Options are Quarter; Semester; Trimester; and Other.
Type of Attainment	Text box; enter the type of attainment: diploma; certificate; ETC.
Type of Financial Aid Offered	Text box; enter the type of financial aid for which this program is eligible.
Refund Policy	Text box; enter a description of the provider's refund policy for this program.
Program Cost Items	
In-State/District Tuition	Text box; enter the cost.
[Description]	Text box; enter a description of the cost. If district, name the district.
Out-of-State/District Tuition	Text box; enter the cost.
[Description]	Text box; enter a description of the cost. If district, name the district.
Registration Fee	Text box; enter the cost.

Fields for Provider Program	
Field	Valid Entries
[Description]	Text box; enter a description of the cost. If the fee is due for each semester and the program is more than one semester, describe.
Books (Estimated)	Text box; enter the cost.
[Description]	Text box; enter a description of the cost. If the cost for books is for one semester, and the program is more than one semester, describe.
Supplies/Materials/Hand Tools (Not Included in Tuition)	Text box; enter the cost.
[Description]	Text box; enter a description of the cost. List the supplies, materials, and hand tools required and the student's estimated cost. If the cost is for one semester, and the program is more than one semester, describe. Include all costs: art supplies for art classes; fuel charges for truck driving; ETC.
Testing/Exam Fees	Text box; enter the cost.
[Description]	Text box; enter a description of the cost. Indicate when the testing fees are due: before or after the training, and to whom they are paid. For example, network administrator certification exams are administered by a third party and the student is required to pay the third party to take the exam.
Other	Text box; enter the cost.
[Description]	Text box; enter a description of the cost. List and describe any other costs. If the cost for books is for one semester, and the program is more than one semester, describe.
Curriculum	
Certified	Select Yes or No. If the curriculum is certified by an accrediting entity or national standardization program, select yes.
Authorizing Entity	Text box; required if Certified is yes. Enter the name and/or description of the entity.
Occupations	
Program Type Title	Display only; displays the CIP title after the CIP is selected.
Program Type	Text box. Use the CIP Lookup button to search for and select the CIP. The CIP should be provided by the training provider.
Occupation Title (O*Net SOC) Title	Display only; displays the O*Net title after the O*net is selected.
Occupation Title (O*Net SOC)	Text box. Use the O*Net button to search for and select an occupation for which this program prepares the student.
Hourly Wage 1	Enter the hourly wage for an entry-level employee in this occupation.
Required Certification 1	Enter a description of any certifications required to enter employment in this occupation.
Occupation Title (O*Net SOC) Title	Display only; displays the O*Net title after the O*net is selected.
Occupation Title (O*Net SOC)	Text box. Use the O*Net button to search for and select an occupation for which this program prepares the student.
Hourly Wage 2	Enter the hourly wage for an entry-level employee in this occupation.

Fields for Provider Program	
Field	Valid Entries
Required Certification 2	Enter a description of any certifications required to enter employment in this occupation.

START

LOGIN



LOGIN PROCEDURE

Open up the Internet and add the following link to the URL.

The following link/URL will take you to the **AZ Job Connection Presentation Page (AJC)** – where you can log into the AJC Training Region:

<https://training.azjobconnection.gov/ders/ea/wcmrs/>

Login information:

Username _____

Password: _____

Please log in.

When logging into production for the first time, use your ArizonaHeat Username and Password. AJC should prompt you to change your Username and Password at that time.

Eligible Training Provider Representative contact information:

Sandra Bufford, Special Projects Manger
Department of Economic Security/Employment Administration
Site Code 910-A
1789 W. Jefferson, Phoenix, AZ 85007
Office – (602) 542-6325
sbufford@azdes.gov

AJC PRESENTATION (LOGIN) PAGE:

AZ Job Connection (AJC) Presentation (Home) page is displayed. This is the Presentation and login Page for everyone; providers, staff, clients, customers, employers, Budget, TAA, Administrators, etc. The **Control Panel** links on the right provide information about different DES programs. You do not need to login to view or access most of the information.

URL → <https://training.azjobconnection.gov/ders/ea/wcmrs/>

Control Panel →

- Home
- Find a Job
- Find Employees
- Resources
- Contact
- FAQ/Help
- Job Fairs
- Quick Links**
- Arizona State Jobs
- Labor Market Information
- Rapid Reemployment
- Unemployment Insurance
- Rehabilitation Services
- Veteran Priority of Services
- Other Services
- FiscalLink User Guide
- Statistics**
- 2453 Jobs
- 1552 Resumes

Job Seeker
Get help selecting a new career, finding a new job, locate suitable education or training, and connect with job fairs.

Employer
Analyze the labor market. Determine competitive starting salaries, review suitable training, place job orders, and find suitable candidates.

FAQs/Help
If you have a question or cannot find what you are looking for, click here for assistance.

Username

Password

Log in

Forgot your password?

Learn more:
Job Seekers
Employers

LANGUAGES | SECTION 508 COMPLIANT | EEO | PRIVACY STATEMENT | PROTECT YOURSELF | BROWSER HELP

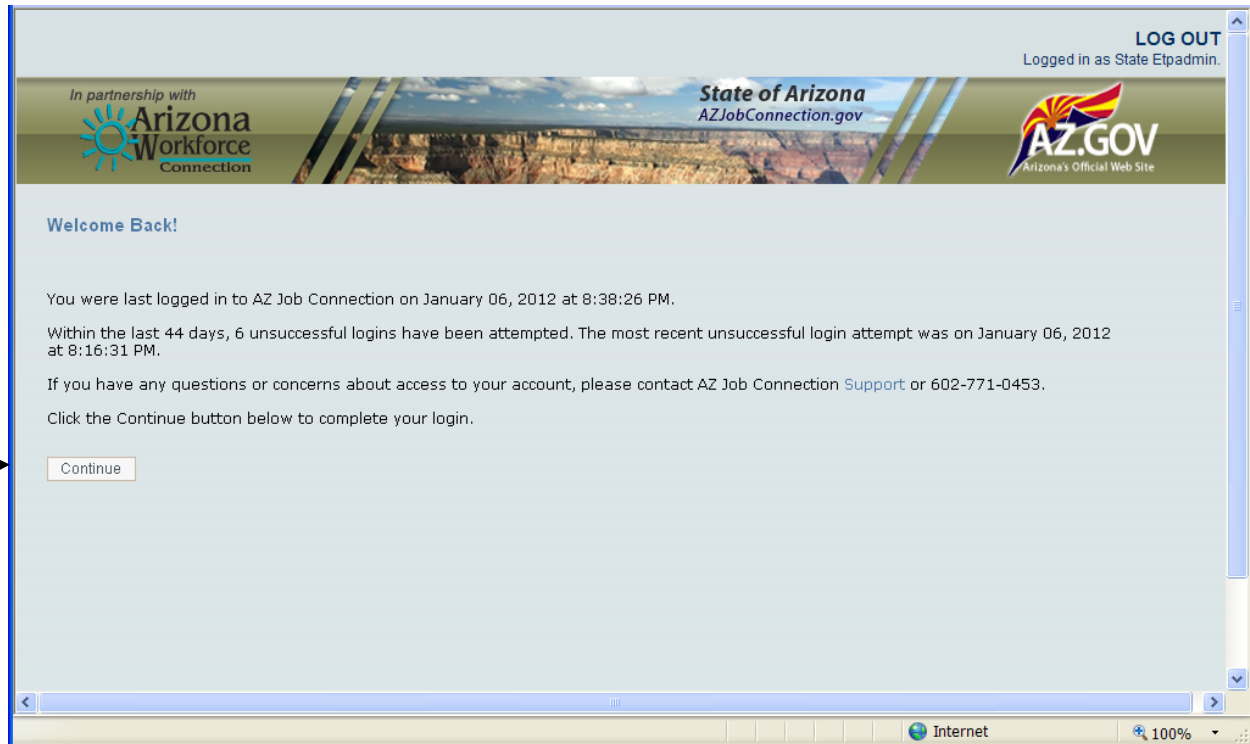
At the bottom of the page are the following links:

- [Language](#) –this link has the capability to translate AJC information into more than 20 different languages.
- [Section 508 Compliant](#) - links to section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d).
- EEO – links to an equal opportunity statement.
- [Privacy Statement](#) – links to the DES Privacy Statement Privacy Policy Statement. Pursuant to A.R.S. § 41-3901 et seq., all agencies of the State of Arizona shall contain a Privacy Policy Statement. This disclosure addresses collection, use and security of, and access to information that may be obtained through the use of the DES web site. Your rights to privacy are of utmost importance to the State of Arizona in building trust and confidence when conducting business through the Internet.
- [Protect Yourself](#) – links to Please read our [Privacy Policy](#) to see how AZ Job Connection protects your privacy. While the following information alerts you to some of the most common schemes, others may exist, so we have included links to additional resources at the end of this section.
- [Browser Help](#) – link informs user which Browsers best support the AJC application and recommended Browsers and settings.

Links located under **Quick Link** are DES and Federal programs that are outside of the AZ Job Connection website. Below is a display of the page you see when you select the one of these links; a page displays indicating that you are now leaving the AZ Job Connection website.



Once logged in, the following page will display providing your previous login history.



Before you begin: NOTE: You cannot use the back arrow (button) on every screen. If you are on screen that requires you to enter any type of data, using the back arrow may remove any data you have entered or changed. There will be various pages where there is a Save/Continue, Save/Return, and Clear button will be located at the bottom of the page. These buttons should always be used in place of the back arrow when available.



PROVIDERLINK AND PROVIDERLINK ACCOUNTS

WHAT IS PROVIDERLINK?

The AJC Eligible Training Provider (ETP) system provides functionality for training providers to enter and edit information about their training institution and the programs they offer. The system also functions as the WIA Eligible Training Provider List.

Providers can apply online and Local Area ETP Approvers and the State AJC Administrator can review and approve ETP records and programs online.

Providers and their programs display to the public on AJC following a review and approval process by the Local Area ETP Approvers and State Administrator. When the provider applies for inclusion on the WIA Eligible Training Provider List, the provider and one program is reviewed first by the State Administrator and then by the Local Area ETP Approver. If approved by the Local Area ETP Approver the provider and their initial program information displays as approved or as WIA Approved, when WIA is selected.

ProviderLink Accounts

ProviderLink has three types of accounts: state administrator, local area ETP approver or coordinator, and self-service training provider.

- State administrator and local area coordinators/ETP Approvers accounts are created by the state the database administrator: one for state admin, and one for each local area.
- Self-service training provider accounts are created by training provider representatives and approved by the state administrator and local area coordinators/ETP Approvers.
- Self-service accounts are created at the time a new provider record is added.

Accounts can be created and associated with an existing provider. One provider record can have multiple user accounts.

For example, a university or community college may have one provider account, with a user account for the business school and another user account for health professions, with each user maintaining their respective programs.

My Account - Eligible Training Providers

ProviderLink has a My Account page where **providers** can update their account information, although the account information is more limited than in **ServiceLink**. ServiceLink is used by staff and is the self-service application for Job Seekers and Employers.

Local Admin (Administrator) Entity

ProviderLink also has an administrative entity function (Local Admin Entity) where local area coordinators/ETP Approvers can view the details of the local administrative entity contact information. This is information about the Local Workforce Investment Area (or local area coordinators/ETP Approvers).

Menus

ProviderLink uses a **Control Panel** to access the applications Menus:

- Approval Menu and Provider Menu are in the 'desktop' format: a page with various links, including a brief description of each option. The Approval Menu is the default page at login.
- Provider Menu is for navigation and access to provider functions and information such as programs, updating account information, and reviewing the provider's approval status.

AZ JOB CONNECTION ETP LOCAL AREA APPROVAL MENU

Click on **Approval Menu**. This takes you back to the **AZ Job Connection Local Area Approval Menu** page.

AZ Job Connection ETP Local Area Approval Menu is the default page and the link to the approval links for Local Area ETP Approvers. **Notice the asterisk (*) before and after Pending Initial Providers. This indicates there is data in this field, if the *s are not present, there is no data in the field.** To access information you have to selected and Click a panel.

The screenshot shows the 'AZ Job Connection ETP Local Area Approval Menu' web page. The header includes the 'Arizona Workforce Connection' logo, the URL 'AZJobConnection.gov', and the 'AZ.GOV' logo. Navigation links for 'Home', 'Feedback', 'Logout', and 'Printable Version' are present. A left sidebar contains links: 'Approval Menu', 'Provider Menu', 'Provider Search', 'My Account', and 'Local Admin Entity'. The main content area is titled 'AZ Job Connection ETP Local Area Approval Menu' and includes instructions: 'Click on the links below to approve programs. For Pending Programs, an asterisk (*) before and after the link will denote the availability of records to be displayed.' Below this, there are two columns of approval panels. The left column includes: '* Pending Initial Programs *' (New programs under existing providers to be reviewed by the Local Area), 'No Eligibility Expiration Notifications' (Approved programs that are within 45 days of their subsequent eligibility renewal), 'Approved Subsequent Programs' (Programs that have had their subsequent eligibility approved by the Local Area), 'Denied Programs/Providers' (Programs or providers that did not meet criteria for approval. May be eligible for reapplication in 6 months), '* Pending New Users *' (New users awaiting approval to use the ETP system), and 'Approved Users' (Users that have been approved to use the ETP system). The right column includes: 'No Pending Subsequent Programs' (Programs whose subsequent eligibility is due for review), 'Approved Initial Programs' (Programs whose initial eligibility has been approved by the Local Area), 'Approved Providers' (Providers that have been approved by the Local Area), 'Removed Programs/Providers' (Programs or providers that no longer exist, have asked to be removed, or need to be removed for other reasons), 'Denied Users' (Users that have been denied access to the ETP system), and 'Provider Menu' (Menu containing Provider Search, Provider Details, Eligibility, Debarment and Assurances, New Institution QA, and Program Details). The footer contains links for 'LANGUAGES', 'SECTION 508 COMPLIANT', 'EEO', 'PRIVACY STATEMENT', 'PROTECT YOURSELF', and 'BROWSER HELP'.

Arizona Workforce Connection

AZJobConnection.gov

AZ.GOV
Arizona's Official Web Site

Home Feedback Logout Printable Version

Approval Menu
Provider Menu
Provider Search
My Account
Local Admin Entity

AZ Job Connection ETP Local Area Approval Menu

Click on the links below to approve programs.
For Pending Programs, an asterisk (*) before and after the link will denote the availability of records to be displayed.

* Pending Initial Programs * New programs under existing providers to be reviewed by the Local Area.	No Pending Subsequent Programs Programs whose subsequent eligibility is due for review.
No Eligibility Expiration Notifications Approved programs that are within 45 days of their subsequent eligibility renewal.	Approved Initial Programs Programs whose initial eligibility has been approved by the Local Area.
Approved Subsequent Programs Programs that have had their subsequent eligibility approved by the Local Area.	Approved Providers Providers that have been approved by the Local Area.
Denied Programs/Providers Programs or providers that did not meet criteria for approval. May be eligible for reapplication in 6 months.	Removed Programs/Providers Programs or providers that no longer exist, have asked to be removed, or need to be removed for other reasons.
* Pending New Users * New users awaiting approval to use the ETP system.	Denied Users Users that have been denied access to the ETP system.
Approved Users Users that have been approved to use the ETP system.	Provider Menu Menu containing Provider Search, Provider Details, Eligibility, Debarment and Assurances, New Institution QA, and Program Details.

LANGUAGES | SECTION 508 COMPLIANT | EEO | [PRIVACY STATEMENT](#) | PROTECT YOURSELF | BROWSER HELP

Pending Initial Programs: These are programs that need to be reviewed for initial eligibility by the local area. The programs won't display as pending at the state level until after the local area had reviewed.

The screenshot shows the 'Pending Initial Programs' page in the Arizona Workforce Connection system. The page header includes the Arizona Workforce Connection logo, the State of Arizona AZJobConnection.gov logo, and the AZ.GOV logo. The user is logged in as Rudy Barcelo. The page title is 'Pending Initial Programs (1 to 3 of 3)'. Below the title, it says 'Pending Initial Programs For Local Area 7'. A message states: 'This is a list of initial programs that have not been approved. Click on the **Program Name** link to view and approve the program.' A table lists the programs:

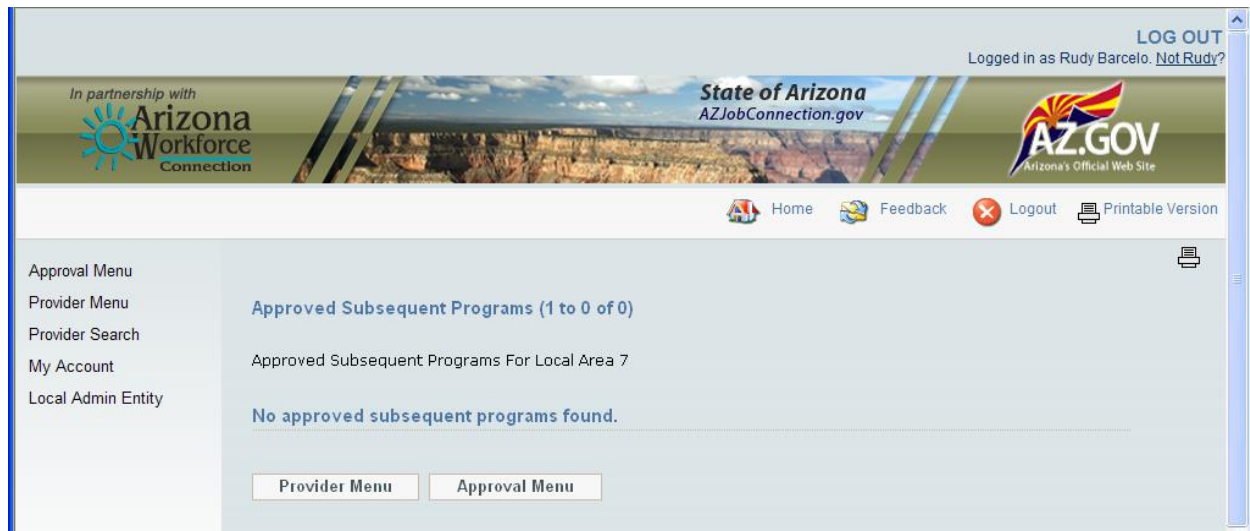
Provider Name	Program Name
Clark County Community College	Automotive
	Upholstery
IT College	Machinist

At the bottom of the page, there are buttons for 'Provider Menu' and 'Approval Menu'.

Eligibility Expiration Notifications: This queue is a tool for ETP staff to use for monitoring eligibility expirations. All programs expire on June 30.

The screenshot shows the 'Eligibility Expiration Notifications' page in the Arizona Workforce Connection system. The page header includes the Arizona Workforce Connection logo, the State of Arizona AZJobConnection.gov logo, and the AZ.GOV logo. The user is logged in as Rudy Barcelo. The page title is 'Eligibility Expiration Notifications (1 to 0 of 0)'. Below the title, it says 'Eligibility Expiration Notifications For Local Area 7'. A message states: 'No eligibility expiration notifications found.' At the bottom of the page, there are buttons for 'Provider Menu' and 'Approval Menu'.

Approved Subsequent Programs: This is a list of programs approved for subsequent eligibility, listed by provider. Both the provider and program can be accessed from this queue by using the links. The requirements for initial eligibility and subsequent eligibility are different. That's why there is initial and subsequent. A program can have only one period of initial eligibility. Following the initial eligibility period, all programs are reviewed according to the eligibility requirements for subsequent eligibility.



Denied Programs/Providers: This is a list of providers and programs that are denied. Note that some provider names are links and some are not. If the provider name is a link, the provider is denied.

LOG OUT
Logged in as Rudy Barcelo. [Not Rudy?](#)

In partnership with **Arizona Workforce Connection** **State of Arizona AZJobConnection.gov** **AZ.GOV** Arizona's Official Web Site

Home Feedback Logout Printable Version

Approval Menu
Provider Menu
Provider Search
My Account
Local Admin Entity

Denied Programs/Providers

Denied Programs/Providers for Local Area 7

This is a list of programs that have been denied for this area. Click on the **Program Name** to approve the program.

Provider Name	Program Name	Date Denied	By
Master Chef Institute	Restaurant Management	10/23/2011	SA

Provider Menu Approval Menu

Pending New Users: Display only.

LOG OUT
Logged in as Rudy Barcelo. [Not Rudy?](#)

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Home Feedback Logout Printable Version

Approval Menu
Provider Menu
Provider Search
My Account
Local Admin Entity

Pending New Users (1 to 1 of 1)

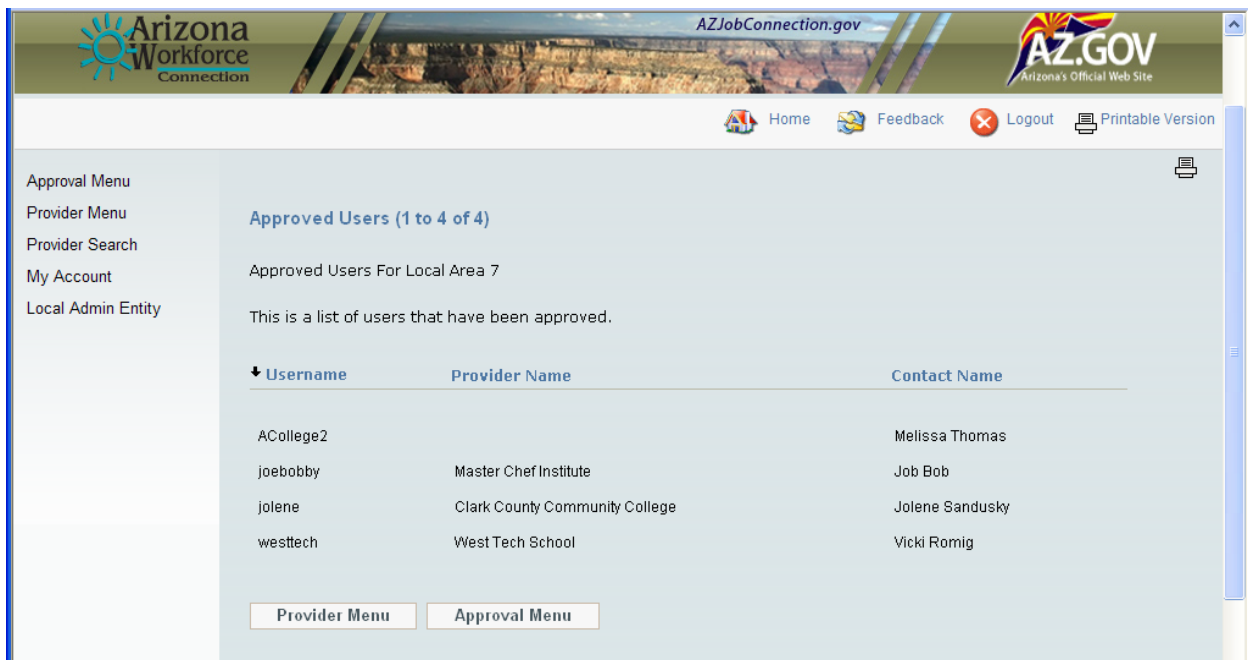
Pending New Users For Local Area 7

This is a list of new users awaiting approval to use the ETP system.

Username	Provider Name	Contact Name
bobbyjoe	Master Chef Institute	Bobby Joe

Provider Menu Approval Menu

Approved Users: These are providers and their programs that have been approved.



The screenshot displays the 'Approved Users' section of the AZJobConnection.gov website. The header includes the Arizona Workforce Connection logo, the URL AZJobConnection.gov, and the AZ.GOV logo. A navigation bar contains links for Home, Feedback, Logout, and Printable Version. A left sidebar lists menu items: Approval Menu, Provider Menu, Provider Search, My Account, and Local Admin Entity. The main content area is titled 'Approved Users (1 to 4 of 4)' and 'Approved Users For Local Area 7'. It contains a message: 'This is a list of users that have been approved.' Below this is a table with three columns: Username, Provider Name, and Contact Name.

Username	Provider Name	Contact Name
ACollege2		Melissa Thomas
joebobby	Master Chef Institute	Job Bob
jolene	Clark County Community College	Jolene Sandusky
westtech	West Tech School	Vicki Romig

At the bottom of the table are two buttons: 'Provider Menu' and 'Approval Menu'.

Pending Subsequent Programs: These are programs that need to be reviewed for subsequent eligibility by the local area. The programs won't display as pending at the state level until after the local area had reviewed.



The screenshot displays the 'Pending Subsequent Programs' section of the AZJobConnection.gov website. The header includes the Arizona Workforce Connection logo, the URL AZJobConnection.gov, and the AZ.GOV logo. A navigation bar contains links for Home, Feedback, Logout, and Printable Version. A left sidebar lists menu items: Approval Menu, Provider Menu, Provider Search, My Account, and Local Admin Entity. The main content area is titled 'Pending Subsequent Programs (1 to 0 of 0)' and 'Pending Subsequent Programs For Local Area 7'. It contains a message: 'No subsequent approvals are pending.' Below this are two buttons: 'Provider Menu' and 'Approval Menu'.

Approved Initial Programs: This is a list of programs approved for initial eligibility, listed by provider. Both the provider and program can be accessed from this queue by using the links. To make changes to initial program status, access the program record from the Approved Initial Programs queue. Updates cannot be made if the record is accessed any other way.

Approved Initial Programs (1 to 5 of 5)

Approved Initial Programs For Local Area 7

This is a list of approved initial programs that have not yet reached their renewal date. Click on the **Program Name** to deny the program, or enter a full or partial provider name to search for a provider.

Provider Name:

Provider Name	Program Name	Appr Date (S/L)
A College Now	MS Office 2010	09/16/2011 State
Clark County Community College	Accounting Clerk	01/15/2011 State
IT College	Information Technology for Businesses	10/21/2011 State
Master Chef Institute	Sous Chef	01/02/2012 Local
West Tech School	Technology	01/21/2011 Local

[Provider Menu](#) [Approval Menu](#)

Approved Providers: This is a list of providers approved for display in AJC. Not all providers approved for display in AJC are WIA-approved providers. The original design of ProviderLink was to display both. Since Arizona is using ProviderLink for WIA-approved providers only, the providers in this queue should have at least one WIA-approved program. To make changes to the provider's status, access the provider record from the Approved Providers queue. Updates cannot be made if the record is accessed any other way.

LOG OUT
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Approved Providers (1 to 7 of 7)

Local Area 7 Administrator

This is a list of providers for local area 7 that have been approved by the Local Area. Click on the **Provider** link to view provider information, or enter a full or partial provider name to search for a provider. If the user has been approved, 'Appr' will show under the User heading.

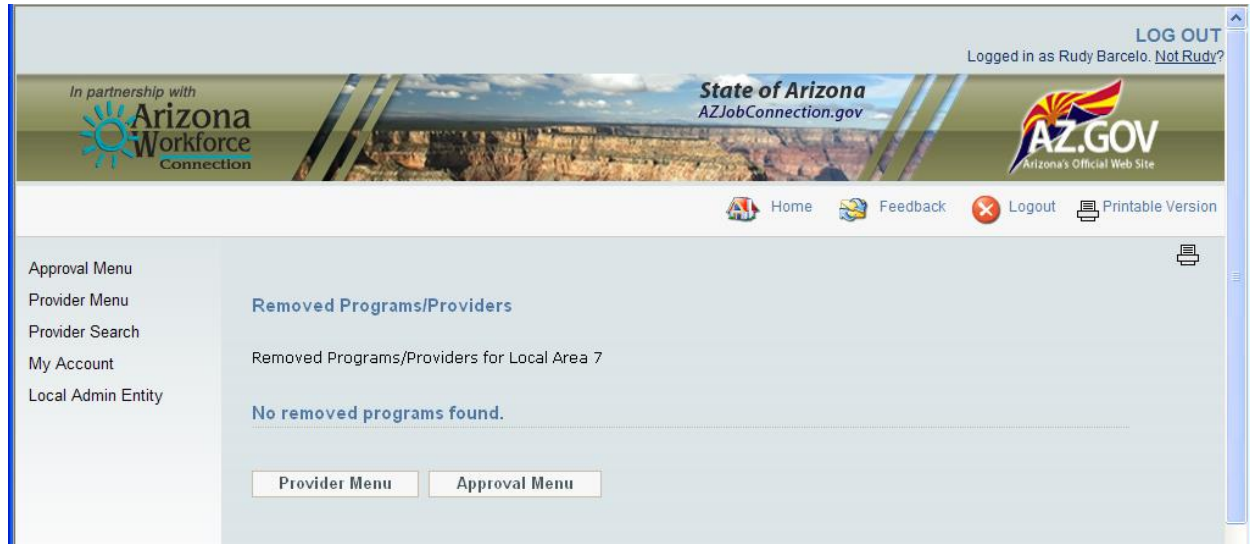
Provider Name:

Provider	#	Date	User
Clark County Community College	2919	01/06/2012	Appr
IT College	1382	09/16/2011	No
Master Chef Institute	542	09/15/2011	Appr
Molly College	2917	01/10/2012	No
My Training Coach	2916	11/17/2011	No
West Tech School	1381	01/06/2012	Appr
Youth Provider Number One	2918	01/03/2012	No

[Provider Menu](#) [Approval Menu](#)

LANGUAGES | SECTION 508 COMPLIANT | EEO | PRIVACY STATEMENT | PROTECT YOURSELF | BROWSER HELP

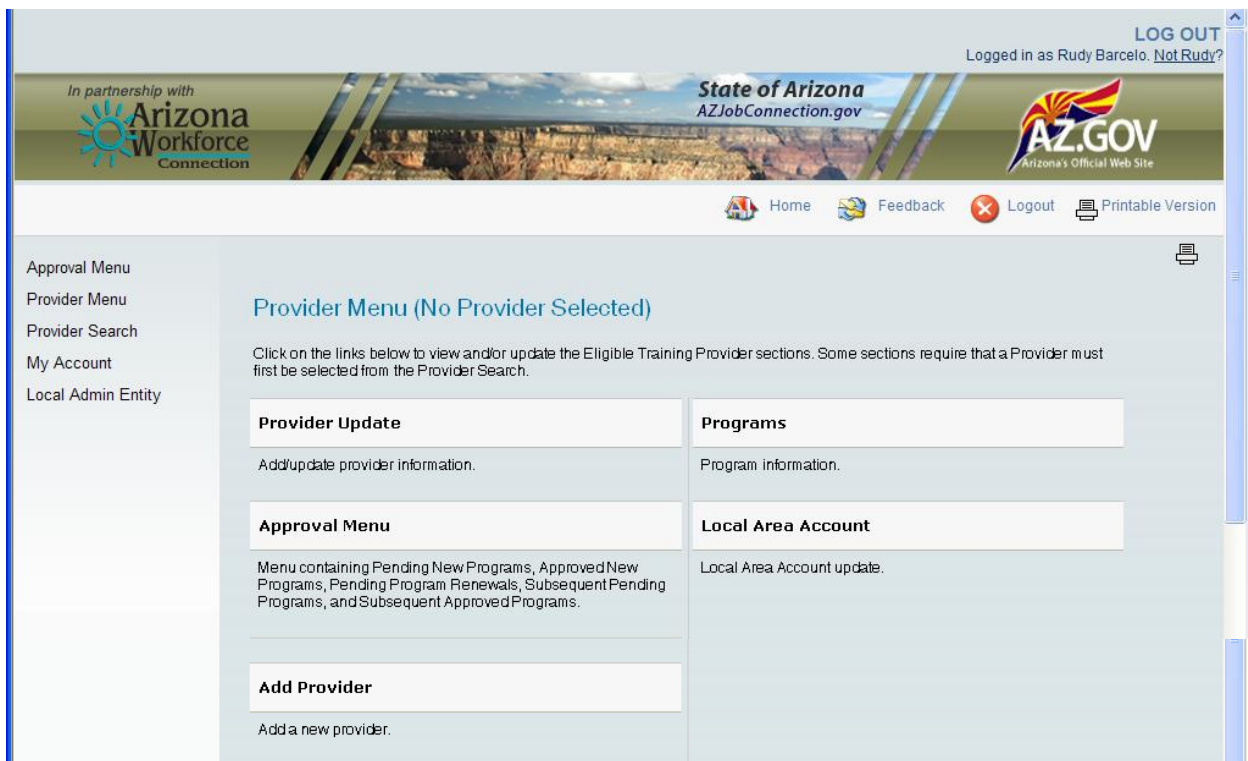
Removed Programs/Providers: This is a list of providers and programs that have been removed. Some provider names are links and some are not. If the provider name is a link, the provider has been removed. If not a link, the provider is approved.



Denied Users: Displays denied users.

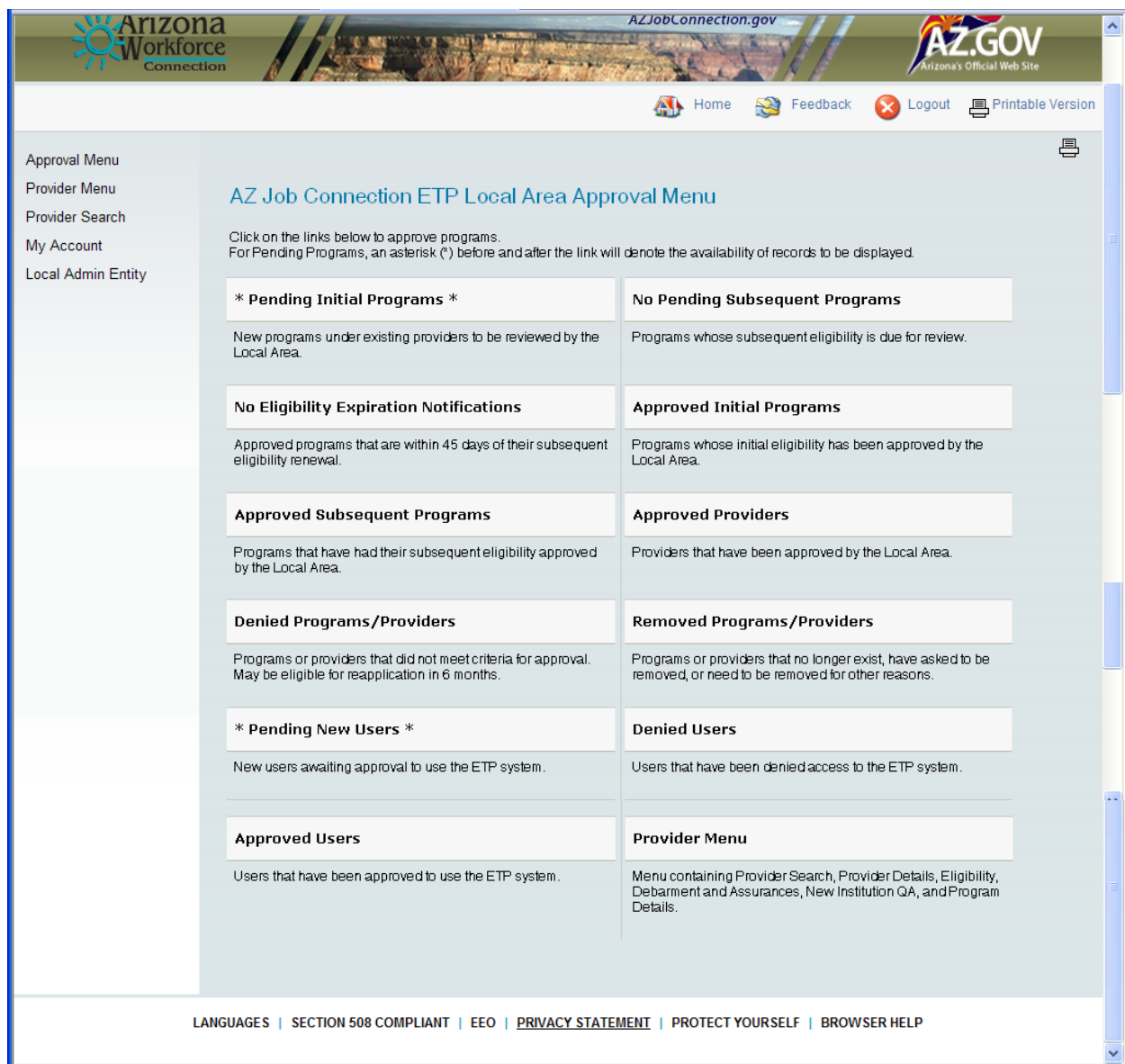


Provider Menu: Links to the Provider Menu.



Use the **Approval Menu** link on the control panel or the **Home** icon to return to the Approval Menu.

The **AZ Job Connection ETP Local Area Approval Menu** page for Local Area Coordinators displays.

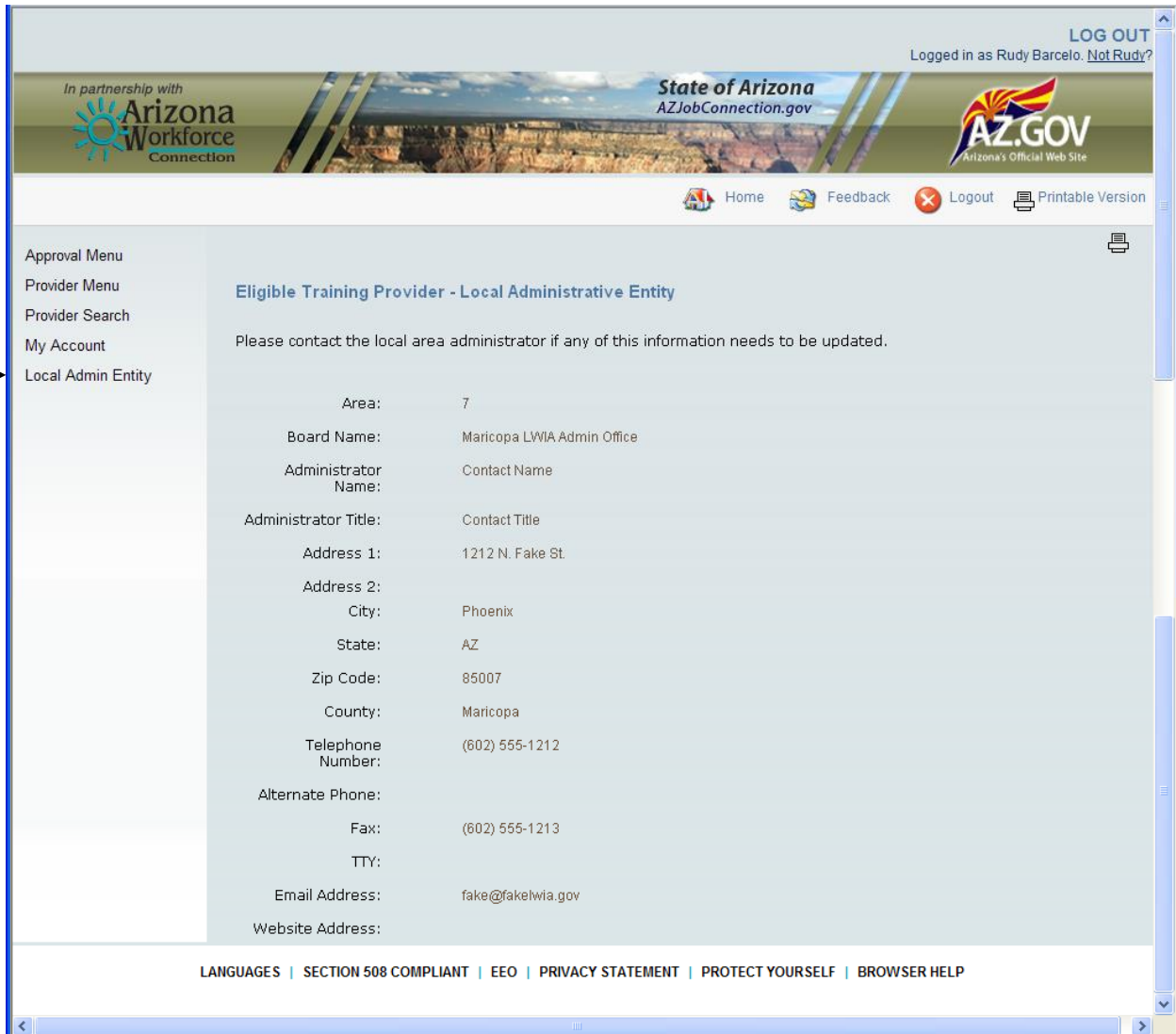


Click on **Approval Menu** and log in. Click on **Local Admin Entity**.

The **Eligible Training Provider – Local Administrative Entity** page will display.

Eligible Training Provider – Local Administrative Entity page. The local admin information will display, *when you are in the Production Region you will login as your Local Area Coordinator and your local contact information will be displayed.*

NOTE: If changes are needed to the **Local Admin Entity** page, contact the DES/AJC coordinator or your supervisor.



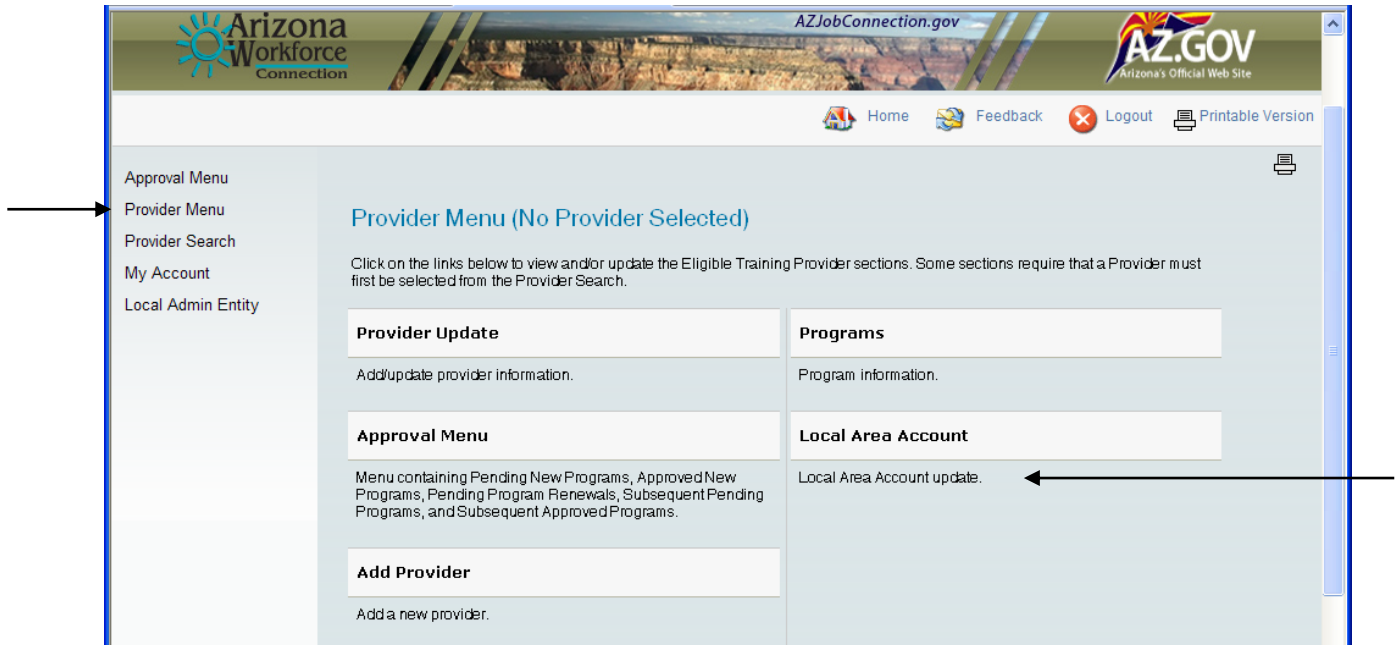
The screenshot shows the AZJobConnection.gov website. The header includes the Arizona Workforce Connection logo, the State of Arizona AZJobConnection.gov logo, and the AZ.GOV logo. The user is logged in as Rudy Barcelo. The sidebar menu on the left includes links for Approval Menu, Provider Menu, Provider Search, My Account, and Local Admin Entity (which is highlighted with an arrow). The main content area is titled 'Eligible Training Provider - Local Administrative Entity' and contains a message: 'Please contact the local area administrator if any of this information needs to be updated.' Below this message is a form with the following fields and values:

Area:	7
Board Name:	Maricopa LWIA Admin Office
Administrator Name:	Contact Name
Administrator Title:	Contact Title
Address 1:	1212 N. Fake St.
Address 2:	
City:	Phoenix
State:	AZ
Zip Code:	85007
County:	Maricopa
Telephone Number:	(602) 555-1212
Alternate Phone:	
Fax:	(602) 555-1213
TTY:	
Email Address:	fake@fakelwia.gov
Website Address:	

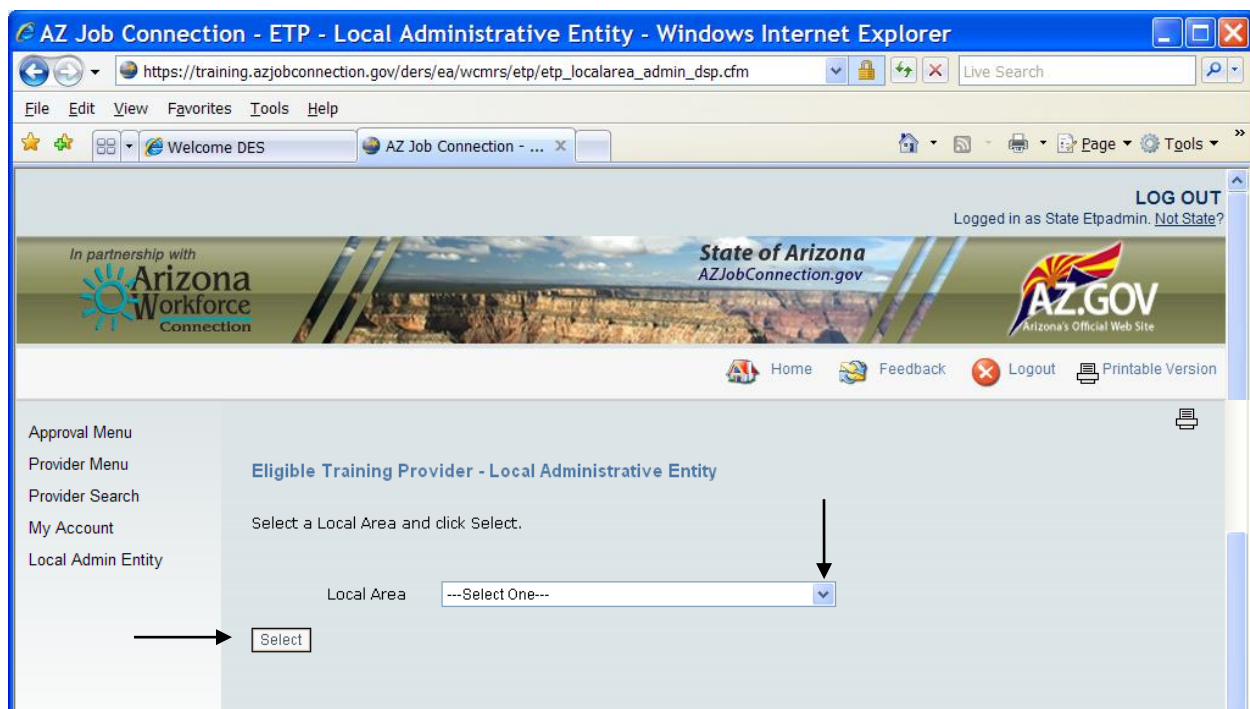
At the bottom of the page, there are links for LANGUAGES, SECTION 508 COMPLIANT, EEO, PRIVACY STATEMENT, PROTECT YOURSELF, and BROWSER HELP.

Click on the **Provider Menu** link.

The **Provider Menu** displays. **FYI** – Providers can log in through the **Provider Menu**, Click on the **Local Area Account Update** link and select the **Local Area Account update** to display the Local Area ETP Approver information.



Click on the drop down box next to **Local Area** and select the local area.



Below is a view of the information in the drop down box on the **Eligible Training Provider - Local Admin Entity** page. The information for the Local Admin Entity drop down box is populated from information entered in the security hierarchy in AJC's administrative system.

The screenshot shows the Arizona Workforce Connection website interface. The header includes the Arizona Workforce Connection logo, the URL AZJobConnection.gov, and the AZ.GOV logo. Navigation links for Home, Feedback, Logout, and Printable Version are present. A left sidebar contains a menu with options: Approval Menu, Provider Menu, Provider Search, My Account, and Local Admin Entity. The main content area is titled 'Eligible Training Provider - Local Administrative Entity' and instructs the user to 'Select a Local Area and click Select.' Below this instruction, there is a 'Local Area' label, a dropdown menu, and a 'Select' button. The dropdown menu is open, showing a list of 15 options, each preceded by a number. An arrow points from the left towards the 'Select' button.

Local Area

---Select One---

1 - Cochise County Workforce Development and PYQ
2 - Gila-Pinal Local Workforce Investment Board
3 - Graham County Workforce Development
4 - Greenlee County
5 - City of Phoenix, Phoenix Workforce Connection
6 - Pima County Workforce Investment Board
7 - Maricopa County, Maricopa Workforce Connections
8 - Santa Cruz County One Stop Career Center
9 - Yuma County Workforce Investment Board
10 - Coconino County Career Center
11 - Mohave-LaPaz Local Workforce Investment Board
12 - Yavapai County Less
13 - Tribal Consortium
14 - Navajo and Apache Counties
15 - REPAC Dislocated Worker Consortium

Select

Identify and highlight your Local Area.

Then Click on the Select button to view the Local Areas contact information.

Once you select your Local Area you will display a *read only* page that list Local Area ETP Approver contact information. You cannot edit this page. One indication is there is no Save/Continue or Clear button at the bottom of the page.

LOG OUT
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Eligible Training Provider - Local Administrative Entity

Please contact the local area administrator if any of this information needs to be updated.

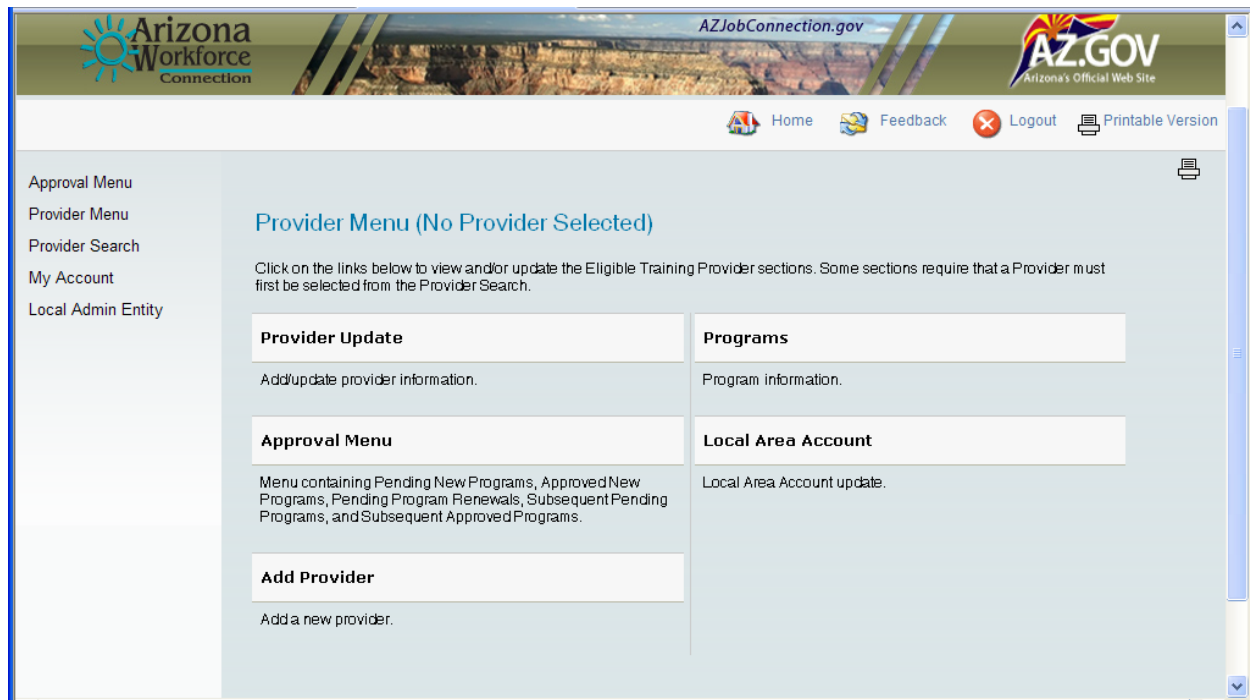
Area:	7
Board Name:	Maricopa LWIA Admin Office
Administrator Name:	Contact Name
Administrator Title:	Contact Title
Address 1:	1212 N. Fake St.
Address 2:	
City:	Phoenix
State:	AZ
Zip Code:	85007
County:	Maricopa
Telephone Number:	(602) 555-1212
Alternate Phone:	
Fax:	(602) 555-1213
TTY:	
Email Address:	fake@fakelwia.gov
Website Address:	

LANGUAGES | SECTION 508 COMPLIANT | EEO | PRIVACY STATEMENT | PROTECT YOURSELF | BROWSER HELP

Click on **Provider Menu**.

PROVIDER MENU

Notice there is no provider selected on this page. This is what is mean by a provider needs to be identified to display context. Click on each of the links on the **Provider Menu except Approval Menu**, which has just been covered.



Provider Update: Displays the first page of the provider record and is editable. Users can continue through the provider record pages to edit as needed. Users cannot approve, deny, or remove a provider here.

The screenshot shows the 'Training Provider Search' page on the Arizona Workforce Connection website. The page has a header with the Arizona Workforce Connection logo, 'AZJobConnection.gov', and the AZ.GOV logo. A navigation bar includes links for Home, Feedback, Logout, and Printable Version. A left sidebar contains a menu with links for Approval Menu, Provider Menu, Provider Search, My Account, and Local Admin Entity. The main content area is titled 'Training Provider Search' and includes instructions: 'Please enter your search criteria in the fields below.' and 'To search for a specific training provider or list of training providers, complete any of the search criteria fields listed below. Click the 'Search For Provider' button when finished.' The search criteria fields are: Provider ID (text input), Program Type (dropdown), Provider Name Contains (text input), Provider Name Starts With (text input), Provider Type (dropdown), Location (dropdown), Zip Code Begins With (text input), County (dropdown), Local Area (dropdown), Program Name Contains (text input), Approved Programs (dropdown), and WIA Youth Providers (checkbox). At the bottom, there is an 'Order By' dropdown set to 'Provider Name' and three buttons: 'Search for Provider', 'Reset', and 'Show All'.

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Training Provider Search

Please enter your search criteria in the fields below.

To search for a specific training provider or list of training providers, complete any of the search criteria fields listed below. Click the 'Search For Provider' button when finished.

Provider ID

Program Type

Provider Name Contains

Provider Name Starts With:

Provider Type

Location

Zip Code Begins With

County

Local Area

Program Name Contains

Approved Programs

WIA Youth Providers ☐

Order By

Approval Menu: Links to the Local Area Approval Menu. Menu containing Pending New Programs, Approved New Programs, Pending Program Renewals, Subsequent Pending Programs, and Subsequent Approved Programs.

The screenshot shows the 'AZ Job Connection ETP Local Area Approval Menu' web page. At the top, there is a header banner with logos for 'In partnership with Arizona Workforce Connection', 'State of Arizona AZJobConnection.gov', and 'AZ.GOV Arizona's Official Web Site'. A 'LOG OUT' link is in the top right corner, with a note 'Logged in as Rudy Barcelo. [Not Rudy?](#)'. Below the banner is a navigation bar with links: Home, Feedback, Logout, and Printable Version. On the left side, there is a vertical menu with links: Approval Menu, Provider Menu, Provider Search, My Account, and Local Admin Entity. The main content area is titled 'AZ Job Connection ETP Local Area Approval Menu' and contains a paragraph: 'Click on the links below to approve programs. For Pending Programs, an asterisk (*) before and after the link will denote the availability of records to be displayed.' Below this paragraph are six rectangular buttons arranged in a 3x2 grid: '* Pending Initial Programs *', 'No Pending Subsequent Programs', 'No Eligibility Expiration Notifications', 'Approved Initial Programs', 'Approved Subsequent Programs', and 'Approved Providers'. Each button contains a brief description of the program type.

Approval Menu

AZ Job Connection ETP Local Area Approval Menu

Click on the links below to approve programs.
For Pending Programs, an asterisk (*) before and after the link will denote the availability of records to be displayed.


* Pending Initial Programs * New programs under existing providers to be reviewed by the Local Area.	No Pending Subsequent Programs Programs whose subsequent eligibility is due for review.
No Eligibility Expiration Notifications Approved programs that are within 45 days of their subsequent eligibility renewal.	Approved Initial Programs Programs whose Initial eligibility has been approved by the Local Area.
Approved Subsequent Programs	Approved Providers

Add Provider: Displays the first page of the provider record, for adding a new provider. Use this option to add a new provider. Although a search is not required – as is required for clients and employers –make sure to conduct a search and determine that a record does not already exist.

LOG OUT


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Training Provider Details - Add New Provider

Enter basic information for the training provider.

* indicates a required field

* Training/Education Institution Name

* Training/Education Institution Address

* Training/Education Institution City

* Training State/Education Institution State

AZ

Training/Education Institution Zip Code

00000

-

0000

* Training/Education Institution County

* Training/Education Institution Telephone Number

000-000-0000

Ext.

*

Training/Education Institution Fax Number

General Email Address

Web Site Address

Web Site Link

* FEIN

Training Agent ID

Vendor ID

* Contact Person

* Contact Address

* Contact City

* Contact State

* Contact Zip Code -

* Contact Telephone Number Ext.

Contact Fax Number

Contact Email Address

* Institution/Organization Type

* Approved WIA Youth Services Provider

☐ Yes

☐ No

☒ NA

[LANGUAGES](#) | [SECTION 508 COMPLIANT](#) | [EEO](#) | [PRIVACY STATEMENT](#) | [PROTECT YOURSELF](#) | [BROWSER HELP](#)

Programs:

No programs are listed.

Local Area Account: Links to the Provider Menu.

LOG OUT
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Eligible Training Provider - My Account

You may change your contact name, phone number and e-mail address.
Email will be sent to this address whenever selected changes are made to provider information.

* indicates a required field

* First Name

* Last Name

Middle Initial

Phone Number: Ext.

Email Address:

If you do not have an e-mail account, click the following link for a list of [free Internet e-mail providers](#)

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We have completed a review of the links located on the **Provider Menu**.

Click on the **Approval Menu** link to return to the AZ Job Connection approval Menu.

ETP APPROVERS PROVIDER & PROGRAM APPROVAL PROCESSES



ETP APPROVERS PROVIDER AND PROGRAM APPROVAL PROCESS

Once a provider has entered their initial provider information into AJC, their data goes into a pending file called **Pending Initial Provider**. *If there are asterisks (*) before and after the panel name (*Pending Initial Providers*) this indicates there is pending provider data.*

Provider records can be added by

- State administrator
- Local area coordinators
- Training providers

Existing providers and their programs will convert to the new system automatically. New providers displayed in the state administrator **Pending Initial Providers** field, are waiting for approval. The approval of a new provider at this level is not WIA approval, but is pending approval to display in AJC as a training provider.

Approval Sequence:

- New provider record information can be entered by the training provider representative, local area coordinator, or state administrator. The account is the login information supplied by the self-service user. That would distinguish the account and the record.
- The provider account information is then populated in the State Administrator Initial Pending Providers pending approved at the state level.
- The provider can add one program before their account is approved.
- The provider and one program are then displays in the Local Area ETP Approvers Pending Initial Provider queue on the Approval Menu, for Local Area review and approval.

- Following Local Area ETP Approvers review and approval (or denial), the programs then display in state administrator Initial Pending Provider and Initial Pending Programs queues, pending approved at the state level.
- Local Area ETP Approvers login and perform approvals, denials, etc., functions allowable at the local area level.
- The state administrator provides the final approvals, denials, etc., of the provider and the provide programs. But on programs, the local area action always has to come first for proper documentation. The local and state status must align.

Local areas cannot remove or deny providers. Only the state administrator can removes or denies providers. Removals and denials are typically accomplished at the program level, on a program-by-program basis. Providers are typically removed only if eligibility has expired on all WIA-approved programs.

Note: Denials and removals are not the same. Providers (and programs) can only be denied if they apply and fail to meet the eligibility requirements. If approved providers fail to submit applications for subsequent eligibility in a timely manner, and eligibility expires, those programs are removed, not denied. Eligibility cannot be denied if no application is submitted.

Approved providers are denied only if they are not in compliance with the training provider assurances. When a WIA-approved provider is denied or removed, if the provider has any WIA-approved programs, the status of the programs is set to non-WIA-approved.

Each provider record also has a Provider Programs page that list provider's programs. Local Area ETP Approvers may not agree with the idea of state administrators approving, removing, and denying providers. The system works this way because the original design was to use ProviderLink both as a WIA ETP list and as a source of general training provider

information for WIA-approved providers and non-WIA approved providers. If the local area removes or denies all of the **provider's programs**, it is up to the state administrator to remove or deny the **provider**.

Click on **Approval Menu**.

We will now view the AZ Job Connection ETP State Administrator Approval Menu.

You will not be able to log onto this page.

This is a view only demonstration.

AZ JOB CONNECTION ETP STATE ADMINISTRATOR APPROVAL MENU

AZ Job Connection ETP State Administrator Approval Menu page displays. This page has various links that can be selected and these links are similar to the Local Area ETP Approver Menu.

Notice the * before and after ***Pending Initial Providers***. This means there are providers that are pending approval. If the * are not present there are no providers pending approval.

Approval Menu

Provider Menu

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AZ Job Connection ETP State Administrator Approval Menu

Click on the links below to view or update Eligible Training Provider information. For Pending Programs/Users/Providers, an asterisk (*) before and after the link will denote the availability of records to be displayed.

* Pending Initial Providers *	Approved Providers
New providers that need to be reviewed by the State Administrator.	Providers that have been approved by the State Administrator.
* Pending Initial Programs *	Approved Initial Programs
New programs under existing providers awaiting review by the State Administrator.	Programs whose initial eligibility has been approved by the State Administrator.
No Pending Subsequent Programs	Approved Subsequent Programs
Programs whose subsequent eligibility is due for approval.	Programs that have had their subsequent eligibility approved by the State.
No Eligibility Expiration Notifications	Approved Users
Approved programs that are within 45 days of their subsequent eligibility renewal.	Users that have been approved to use the ETP system.
* Pending New Users *	* Pending Denied *
New users awaiting approval to use the ETP system.	Programs or providers that did not meet criteria for approval. May be eligible for reapplication in 6 months.
Denied Users	Removed Programs/Providers
Users that have been denied access to the ETP system.	Programs or providers that no longer exist, have asked to be removed, or need to be removed for other reasons.
Provider Menu	
Menu containing Provider Search, General Information, Provider Details, Eligibility, Debarment, New Institution QA, and Program Details.	

The State Administrator Clicks on “**New providers that need to be reviewed by the State Administrator**”.

Pending Initial Programs page will display with providers based in your local area that are pending approval and the State Administrator selects a provider to review from the **Approval Menu**. Arizona Institute of Technology was selected.

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Pending Initial Providers (1 to 9 of 9)

This is a list of new providers that have requested to be added to the list of approved training providers. Click on the Provider Name to approve a provider.
If the user has been approved, 'Appr' will show under the User heading.

Provider	#	Date	User
Arizona Institute of Tehcnology	2926	01/24/2012	No
Bryman Gila College	2922	01/19/2012	Appr
Cordon Bleu Culinary Institute	2924	01/23/2012	No
Discovery Detective Academy	2921	01/19/2012	No
Fake Training Provider	541	01/17/2012	No
Phoenix Health Care Institute	2925	01/24/2012	No
Test College	540	08/01/2011	No
The Testing College	1383	09/16/2011	No
University of School	2923	01/20/2012	No


[Provider Menu](#) [Approval Menu](#)

Training Provider Detail page is displayed and is reviewed by the State Administrator.


LOG OUT


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Training Provider Details - Arizona Institute of Tehcnology

Enter basic information for the training provider.

* indicates a required field

Local WIB Number

7

Identifier Number

2926

* Training/Education Institution Name

Arizona Institute of Tehcnology

* Training/Education Institution Address

444 N. 54 Avenue

* Training/Education Institution City

Phoenix

* Training State/Education Institution State

AZ

* Training/Education Institution Zip Code

85007 - 0000

* Training/Education Institution County

Maricopa

* Training/Education Institution Telephone Number

602-987-3652 Ext. *

Training/Education Institution Fax Number

602-456-8796

General Email Address

AIT@mail.com

Web Site Address

Web Site Link

* FEIN

78-9741123

Training Agent ID

654963

Vendor ID

* Contact Person

Peggy Lopez

* Contact Address

2940 N. 29th Ave

* Contact City

Phoenix

* Contact State

AZ

* Contact Zip Code

85007 - 0000

* Contact Telephone Number

602-245-8741 Ext. *

Contact Fax Number

602-789-4152

Contact Email Address

PeggyL@mail.com

* Institution/Organization Type Private Career School/College

Approved WIA Youth Services Provider No

Local WIB Email Address rbarcelo@mail.maricopa.gov

Save/Continue is selected and the **Eligibility** page is displayed and reviewed.

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Eligibility - Arizona Institute of Tehcnology

Type of Training Institutions

Complete the information regarding training provider eligibility by checking all applicable boxes below.

Postsecondary eligible to receive Title IV funds from Higher Education Act (HEA) and provides an associate degree, baccalaureate degree or certificate

☒ Public
☐ Private
☐ Non-Profit
☐ Sectarian

Postsecondary not providing an associate degree, baccalaureate degree or certificate

☒ Public
☐ Private
☐ Non-Profit
☐ Sectarian

Registered Apprenticeship program under National Apprenticeship Act

☒ Public
☐ Private
☐ Non-Profit
☐ Sectarian

Non-Registered Apprenticeship program

- ☒ Public
- ☐ Private
- ☐ Non-Profit
- ☐ Sectarian

Community Based Organization

- ☒ Public
- ☐ Private
- ☐ Non-Profit
- ☐ Sectarian

Joint Vocational School

- ☒ Public
- ☐ Private
- ☐ Non-Profit
- ☐ Sectarian

Proprietary School

- ☒ Public
- ☐ Private
- ☐ Non-Profit
- ☐ Sectarian

Other (identify below)

- ☐ Public
- ☐ Private
- ☐ Non-Profit
- ☐ Sectarian

Other Type(s) of Institution

If you checked 'Other' as the Institution type, describe the Institution below.

Other
(Please
specify
if
selected
above)

Additional Info

Please answer the following question.

Is your training/education institution authorized with your state to provide a program of education beyond secondary education?

- ☐ Yes
- ☒ No

Degrees Offered

Please answer the following questions concerning types of degrees offered by the institution.

Associate Degree

- ☐ Yes
☒ No

Baccalaureate Degree

- ☐ Yes
☒ No

Certificate

- ☒ Yes
☐ No

License

- ☐ Yes
☒ No

Competency of Skill Recognized by employer

- ☐ Yes
☒ No

Additional Skills or Competencies Generally Recognized by Employers

- ☐ Yes
☒ No

Other (please see below)

- ☐ Yes
☒ No

Other Type(s) of Degrees

Please describe other types of degrees that the institution offers.

Other
(Please
specify
if
selected
above)

Save/Continue

Clear Changes

After the review is completed, Click on, Save/Continue and the **Debarment** page is displayed.

Debarment page is reviewed for any legal issues. If there are no issues, the State Administrator Clicks on Save/Continue. The **Approving Organization/Agency Approval** page displays.

Debarment is asking the provider if they currently have or in the past have been cited for any legal matter that involved their institution.

The screenshot shows a web application interface for the State of Arizona. At the top, there is a header with the Arizona Workforce Connection logo, the State of Arizona logo, and the AZ.GOV logo. A navigation bar includes links for Home, Feedback, Logout, and Printable Version. A sidebar on the left contains a menu with options: Approval Menu, Provider Menu, Provider Search, My Account, and Local Admin Entity. The main content area is titled "Debarment - Arizona Institute of Tehcnology" and "Debarment Status". It asks the user to answer a question: "Is your training/education institution listed on any state or federal debarment lists?". There are two radio buttons: "Yes" and "No", with "No" selected. Below this, it asks: "If yes, please indicate the name(s) and date(s) of your institution's debarment(s)". There are three sets of input fields for this information, each consisting of a text box for the name and a date box for the date of inclusion. At the bottom, there are three buttons: "Save/Continue", "Save/Return", and "Clear Changes".

LOG OUT
Logged in as State Etpadmin. [Not State?](#)

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Arizona's Official Web Site

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Debarment - Arizona Institute of Tehcnology

Debarment Status

Please answer the following question.

Is your training/education institution listed on any state or federal debarment lists?

☐ Yes
☒ No

If yes, please indicate the name(s) and date(s) of your institution's debarment(s).

Name of First Debarment List	<input type="text"/>
Date of First Inclusion	<input type="text" value="mm/dd/yyyy"/>
Name of Second Debarment List	<input type="text"/>
Date of Second Inclusion	<input type="text" value="mm/dd/yyyy"/>
Name of Third Debarment List	<input type="text"/>
Date of Third Inclusion	<input type="text" value="mm/dd/yyyy"/>

Save/Continue Save/Return Clear Changes


Approving Organization/Agency Approval page with a Status: New/Pending is at the bottom of the page.

The state approve has the options of Approve/Deny/Remove/Return to List.

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Institution Info - Arizona Institute of Tehcnology

Complete the fields with your institution's approval, tuition and financial aid information and click the 'Save' button.

Approving Organization/Agency Approval

Accredited:

☒ Yes

☐ No

Accredited by:

Board of Regents

Approved:

☒ Yes

☐ No

Approved by:

Education Association

Registered:

☒ Yes

☐ No

Registered with:

National Association

Licensed:

☐ Yes

☒ No

Licensed
by:

Tuition and Financial Aid

Does your institution have a tuition refund policy?

☒ Yes

☐ No

Does your institution have access to or offer the following financial aid?:

☒ Yes

☐ No

Federal Grants:

☒ Yes

☐ No

List:

State Grants:

☒ Yes

☐ No

List:

Local Grants:

☒ Yes

☐ No

List:

Scholarships:

☒ Yes

☐ No

List:

Fellowships:

☒ Yes

☐ No

List:

Training/Education Institution Grants:

☐ Yes

☒ No

List:

Status: New/Pending

Once approved the specific provider is removed from the **Pending Initial Provider** queue.

LOG OUT
Logged in as State Etpadmin. [Not State?](#)

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Pending Initial Providers (1 to 8 of 8)

This is a list of new providers that have requested to be added to the list of approved training providers. Click on the Provider Name to approve a provider.
If the user has been approved, 'Appr' will show under the User heading.

Provider	#	Date	User
Bryman Gila College	2922	01/19/2012	Appr
Cordon Bleu Culinary Institute	2924	01/23/2012	No
Discovery Detective Academy	2921	01/19/2012	No
Fake Training Provider	541	01/17/2012	No
Phoenix Health Care Institute	2925	01/24/2012	No
Test College	540	08/01/2011	No

Arizona Institute of Technology is no longer listed on the **Pending Initial Provider** queue.

If you are not logged in, log in from the Home/Presentation page to return to the **AZ Job Connection ETP Local Area Approval Menu**.

From the **AZ Job Connection ETP Local Area Approval Menu**, select **Pending Initial Programs**.

The screenshot shows the AZ Job Connection ETP Local Area Approval Menu. The header includes the Arizona Workforce Connection logo, the State of Arizona logo, and the AZ.GOV logo. The user is logged in as Rudy Barcelo. The sidebar on the left contains the following links: Approval Menu, Provider Menu, Provider Search, My Account, and Local Admin Entity. The main content area is titled "AZ Job Connection ETP Local Area Approval Menu" and contains the following text: "Click on the links below to approve programs. For Pending Programs, an asterisk (*) before and after the link will denote the availability of records to be displayed." The table below contains the following links:

* Pending Initial Programs *	No Pending Subsequent Programs
New programs under existing providers to be reviewed by the Local Area.	Programs whose subsequent eligibility is due for review.
No Eligibility Expiration Notifications	Approved Initial Programs
Approved programs that are within 45 days of their subsequent eligibility renewal.	Programs whose initial eligibility has been approved by the Local Area.
Approved Subsequent Programs	Approved Providers

After a provider is added, the provider displays in the state administrator's **Pending Initial Provider** queue.

The **Pending Initial Programs** page will display. Under **Program Name** Click on Arizona Institute of Technology program link – **Computer Programs**.

Note: The provider is not a WIA-approved provider until at least one of the provider's programs is approved by the local area and by the state.

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Pending Initial Programs (1 to 4 of 4)

Pending Initial Programs For Local Area 7

This is a list of initial programs that have not been approved. Click on the **Program Name** link to view and approve the program.

Provider Name	Program Name
Arizona Institute of Tehcnology	Computer Programs
Clark County Community College	Automotive
	Upholstery
IT College	Machinist

Provider Menu Approval Menu

After review and approval by the Local Area ETP Approver, the provider is displayed in AJC as a training provider.

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Provider Menu
Provider Search
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Approved Providers (1 to 8 of 8)

Local Area 7 Administrator

This is a list of providers for local area 7 that have been approved by the Local Area. Click on the **Provider** link to view provider information, or enter a full or partial provider name to search for a provider. If the user has been approved, 'Appr' will show under the User heading.

Provider Name:

Provider	#	Date	User
Arizona Institute of Tehcnology	2926	01/25/2012	Appr
Clark County Community College	2919	01/06/2012	Appr
IT College	1382	09/16/2011	No
Master Chef Institute	542	09/15/2011	Appr
Molly College	2917	01/10/2012	No
My Training Coach	2916	11/17/2011	No
West Tech School	1381	01/06/2012	Appr
Youth Provider Number One	2918	01/03/2012	No

Provider Menu Approval Menu

Program Description page will display as a view only screen because it has already been completed by the provider. This page provides specific information related to a specific program such as:

- If the program is WIA approved
- Program Cost
- Information about the curriculum
- Potential occupations the trainee will be qualified for when the program is completed.


The **Program Description** page requires assignment of both a CIP code and an O*Net code. In many cases, the CIP and O*Net have an obvious correlation, but in other cases, the program may prepare the student for several occupations. For example, 520402 Executive Assistant/Executive Secretary prepares the student for 43-6014.00 Secretaries and Administrative Assistants except Legal, Medial, and Executive, 434171.00 Receptionists and Information Clerks, and 43-9061.00 Office Clerks, General. The CIP crosswalk at www.onetonline.org/crosswalk is helpful for finding O*Net codes for CIP codes.

Local Area ETP Approvers review this page for accuracy and Clicks on Save/Return.

LOG OUT


Logged in as Rudy Barcelo. [Not Rudy?](#)


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State of Arizona


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Program Description - Arizona Institute of Tehcnology

Computer Programs

* indicates a required field

Describe each individual program that the training provider would like to have certified.

WIA Approved: New program not yet approved

* This individual program of training services is: (check all that apply)

☐ Single Course/Class

☒ Training Program of Multi-Courses


☐ Non-traditional for Women

Local WIB Number 7

* Program Name or Single Course/Class Title: Computer Programs

* Program Synopsis: (5000 character max.)

Learn Microsoft Programs

 [Check spelling](#)

Curriculum Competency Based: Yes

Prerequisites: no

* Total Credit/ Curriculum Hours: 320

Total Number of Training Weeks: 8

* Training Location:

* County:

* Zip Code: -

Program Length:

* Type of Attainment:

* Type of Financial Aid Offered:

Refund Policy:

Program Cost Items

Add to the Program description by completing the Program Costs listed below. When finished, click Save.

Program Cost Item	Cost/Description
In-State/District Tuition:	<input type="text" value="1,500.00"/>
	<input type="text" value="Total of 320 hours"/>
Out-of-State/District Tuition:	<input type="text" value="1,650.00"/>
	<input type="text" value="Total of 320 hours"/>
Registration Fee:	<input type="text" value="100.00"/>
	<input type="text" value="Includes parking permit"/>
Books (Estimated):	<input type="text" value="400.00"/>
	<input type="text" value="For complete course"/>
	Supplies/Materials/Hand Tools (not included in tuition):
	<input type="text" value="50.00"/>
	<input type="text" value="Lab"/>
Testing/Exam Fees:	<input type="text" value="25.00"/>
	<input type="text" value="Optional"/>
Graduation Fees:	<input type="text" value="100.00"/>
Graduation Fees:	<input type="text" value="100.00"/>
	<input type="text" value="includes invitation"/>
Other:	<input type="text" value="100.00"/>
	<input type="text" value="Optional cafeteria pass"/>

Curriculum

If Certified is checked 'yes', then Authorizing Entity must be entered.

Is the proposed curriculum currently certified by an accrediting agency or similar national standardization program? If yes, enter the name of the agency or authorizing entity.

Certified:

☒ Yes

☐ No

Authorizing Entity:

Occupations

Please provide the specific name of one or two occupations that this training program will prepare an individual to do. Include the minimum entry level wage for the occupation and indicate the certification, licensing and credentials by boards or other approval required prior to employment.

Program Type Title Accounting Technology/Technician and Bookkeeping.

* Program Type 520302 CIP Lookup

Occupation Title (O*Net-SOC) Title Billing, Cost, and Rate Clerks

* Occupation Title (O*Net-SOC) 43-3021.02 ONET Lookup

Hourly Wage 1 18.00

Required Certification 1 NA

Occupation Title (O*Net-SOC) Title Bookkeeping, Accounting, and Auditing Clerks

Occupation Title (O*Net-SOC) 43-3031.00 ONET Lookup

Hourly Wage 2 16.00

Required Certification 2 NA

Save/Return Return

Click on Save/Return and the **Program Performance** page for that institution or organization is displayed. The Local Area ETP Approver reviews this page for accuracy.

Providers complete this page but, at the bottom of the page WIA Participant Performance information is requested, Casemanagers/Casetrackers are not required to complete this information.

The screenshot shows the Arizona Workforce Connection website interface. The header includes the Arizona Workforce Connection logo, the URL AZJobConnection.gov, and the AZ.GOV logo. Navigation links for Home, Feedback, Logout, and Printable Version are present. A left sidebar contains links for Approval Menu, Provider Menu, Provider Search, My Account, and Local Admin Entity. The main content area is titled 'Program Performance - Arizona Institute of Tehcnology' and contains instructions for providers, a section for Computer Programs, and a form for Program Performance For All Students. The form includes fields for Begin Date, End Date, Number Participated, Number Completed, Completed Percent, Number Employed After Leaving The Program, Employed Percent, Avg Hourly Wage At Placement, Completed Percent, and Employed Percent. A section for WIA Participant Performance is also visible at the bottom, with fields for Begin Date and End Date.

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Program Performance - Arizona Institute of Tehcnology

Any program that is covered by the Higher Education Act (HEA) or is a registered apprenticeship program is not required to submit the following performance data information for initial eligibility. However, it is encouraged.

All programs must complete the following performance data to be considered for renewal (subsequent eligibility).

Any providers requiring assistance acquiring statistical performance information on program participants for the Employed and Average Wage measures may request assistance for UI wage matching. If interested in this assistance, please contact the Local Area contact for instructions.

Enter either raw numbers or percentages, not both.

Computer Programs

Program Performance For All Students

Begin Date

End Date

Number Participated

Number Completed

Completed 80% Percent

Number Employed After Leaving The Program

Employed 72% Percent

Avg Hourly Wage At Placement:

Do not enter the percentages if Completed and Employed values are entered.

Completed Percent

Employed Percent

WIA Participant Performance

To be filled in by Local Area Staff

Begin Date

End Date

This information is not being tracked by WIA at this time.




Number Participated	<input type="text" value="25"/>
Number Completed	<input type="text" value="20"/>
Completed Percent	80%
Number Employed After Leaving The Program	<input type="text" value="18"/>
Employed Percent	72%
Avg Hourly Wage At Placement:	<input type="text" value="19.00"/>
Do not enter the percentages if Completed and Employed values are entered.	
Completed Percent	<input type="text" value="0"/>
Employed Percent	<input type="text" value="0"/>
WIA Participant Performance	
To be filled in by Local Area Staff	
Begin Date	<input type="text" value="mm/dd/yyyy"/>
End Date	<input type="text" value="mm/dd/yyyy"/>
Completed	<input type="text" value="0"/>
Employed	<input type="text" value="0"/>
Employed Percent	0%
Employed > 6 Mo.	<input type="text" value="0"/>
Employed > 6 Mo. Percent	0%
Avg Hourly Wage > 6 Mo.:	<input type="text" value="0.00"/>
Attained More Skills:	<input type="text" value="0"/>
Attained More Skills Percent:	0%
Do not enter the percentages if Employed, Employed > 6 mo., and Attained More Skills values are entered.	
Employed Percent	<input type="text" value="0"/>
Employed > 6 Mo. Percent	<input type="text" value="0"/>
Attained More Skills Percent:	<input type="text" value="0"/>
<input type="button" value="Save/Continue"/> <input type="button" value="Return To List"/> <input type="button" value="Clear Changes"/>	

Click on Save/Continue and the **Local Area Status Review** page displays.


Click on **Return to List** takes you back to the **Pending Initial Program** list.

This is the page is where Local Area ETP Approvers approve or deny a provider.


[LOG OUT](#)
 Logged in as Rudy Barcelo. [Not Rudy?](#)







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Local Area Status Review - Arizona Institute of Tehcnology

Enter Status Review Information For
Computer Programs

* indicates a required field

Local Workforce Investment Board / Administrative Entity

Local WIB Number:	7
Board Name:	Maricopa LWIA Admin Office
Administrator Name:	Contact Name
Address:	1212 N. Fake St.
City:	Phoenix
State:	AZ
Zip Code:	85007
County:	4013
Telephone Number:	602-555-1212
Fax Number:	602-555-1213
E-mail Address:	fake@fakelwia.gov
Web Site Address:	

Local Review

*** Status:**


☐ Approve

☐ Deny

☐ Remove

☒ Non-WIA

Comments:
(1000 character max.)

 [Check spelling](#)

Name of Local ETP Official:

Title of Local ETP Official:

Status Change Date:

Save/Continue
Return to List
Clear Changes

ETP Approvers complete this section to approve or deny the provider.

If a provider is denied the reason must be stated in the comments box. **Local Area ETP**
Approvers are required to enter their name, title and status change date before selecting
Save/Continue.

A screenshot of a web form titled "Local Area ETP". The form has three input fields, each preceded by a red asterisk icon. The first field is "Name of Local ETP Official:" with the value "Rudy Barcelo". The second field is "Title of Local ETP Official:" with the value "EEO Officer". The third field is "Status Change Date:" with the value "01/16/2012". Below the fields are three buttons: "Save/Continue", "Return to List", and "Clear Changes".

Name of Local ETP Official:	Rudy Barcelo
Title of Local ETP Official:	EEO Officer
Status Change Date:	01/16/2012

Save/Continue Return to List Clear Changes

When you Click on the **Status Change Date** box a calendar is displayed to make your date selection.

A screenshot of the same web form as above, but with a calendar overlay displayed over the "Status Change Date" field. The calendar shows the month of January 2012. The date 16 is highlighted in yellow. The "Status Change Date" field below the calendar still shows "01/16/2012".

Jan 2012						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Name of Local ETP Official: Rudy Barcelo

Title of Local ETP Official: EEO Officer

Status Change Date: 01/16/2012

Save/Continue Return to List Clear Changes

After Clicking on Save/Continue the **Pending Initial Programs** page is displayed where
approvers can select programs to approve.

Pending Initial Programs page is displayed. The programs do not display in the Local Area ETP Approvers **Pending Initial Programs** queue until the provider has been approved to display in AJC by the State Administrator.

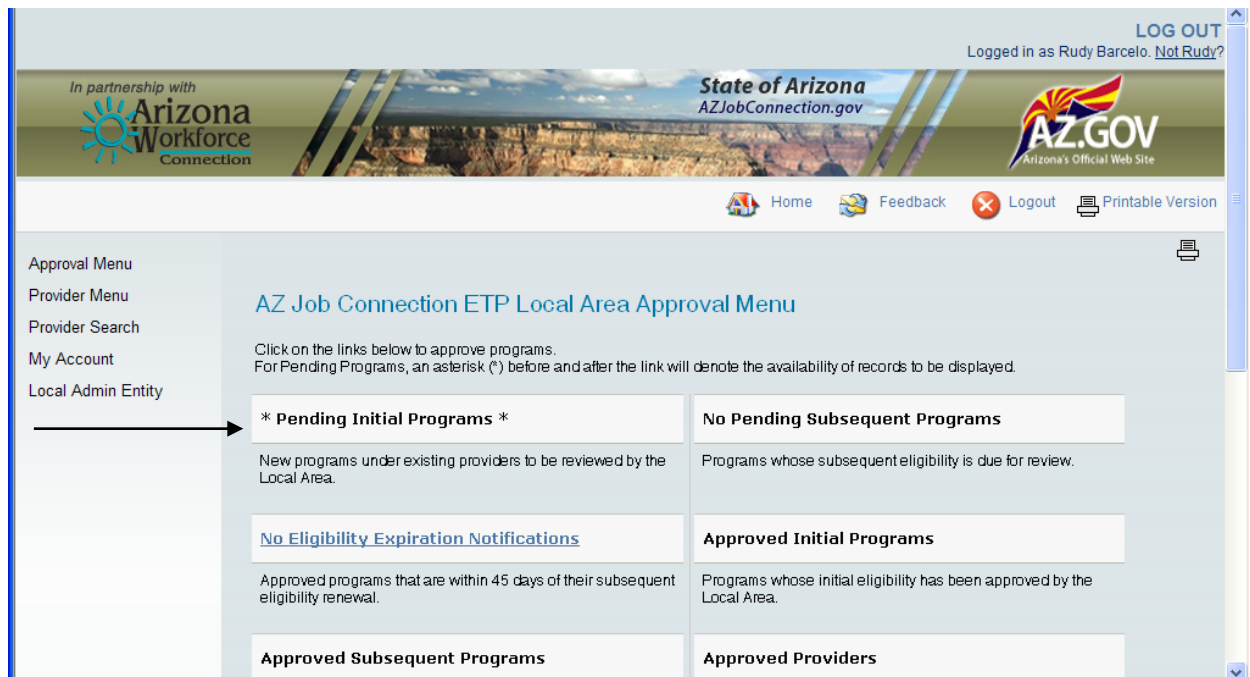
The programs do not display in the State Administrator's **Pending Initial Programs** queue until they have been approved by the Local Area ETP Approver.

The screenshot shows the 'Pending Initial Programs' page on the Arizona Workforce Connection website. The page header includes the 'Arizona Workforce Connection' logo, 'AZJobConnection.gov', and the 'AZ.GOV' logo. A navigation bar contains links for Home, Feedback, Logout, and Printable Version. A left sidebar lists: Approval Menu, Provider Menu, Provider Search, My Account, and Local Admin Entity. The main content area is titled 'Pending Initial Programs (1 to 3 of 3)' and 'Pending Initial Programs For Local Area 7'. It contains a message: 'This is a list of initial programs that have not been approved. Click on the **Program Name** link to view and approve the program.' Below this is a table with two columns: 'Provider Name' and 'Program Name'. The table lists three programs: Clark County Community College (Automotive), Clark County Community College (Upholstery), and IT College (Machinist). At the bottom of the main content area are two buttons: 'Provider Menu' and 'Approval Menu'.

Provider Name	Program Name
Clark County Community College	Automotive
Clark County Community College	Upholstery
IT College	Machinist

Click on **Approval Menu**.

On the **Approval Menu** the **AZ Job Connection ETP Local Area Approval Menu** will display where you can start the approval process for initial pending programs.



After the Local Area ETP Approver has approved the provider and program the approval process needs to be reviewed by the State Administrator for final approval.

Click on **Pending Initial Programs**.

STATE ADMINISTRATOR
PROGRAM APPROVAL PROCESS
THIS IS A VIEW ONLY DEMONSTRATION.



STATE ADMINISTRATOR PROGRAM APPROVAL PROCESS –THIS IS A VIEW ONLY DEMONSTRATION.

From the **AZ Job Connection ETP State Administrator Approval Menu**, Click on the **Pending Initial Program** panel.

Approval Menu
Provider Menu
Provider Search
My Account
Local Admin Entity

AZ Job Connection ETP State Administrator Approval Menu

Click on the links below to view or update Eligible Training Provider information. For Pending Programs/Users/Providers, an asterisk (*) before and after the link will denote the availability of records to be displayed.

* Pending Initial Providers * New providers that need to be reviewed by the State Administrator.	Approved Providers Providers that have been approved by the State Administrator.
* Pending Initial Programs * New programs under existing providers awaiting review by the State Administrator.	Approved Initial Programs Programs whose initial eligibility has been approved by the State Administrator.
No Pending Subsequent Programs Programs whose subsequent eligibility is due for approval.	Approved Subsequent Programs Programs that have had their subsequent eligibility approved by the State.
No Eligibility Expiration Notifications Approved programs that are within 45 days of their subsequent eligibility renewal.	Approved Users Users that have been approved to use the ETP system.
* Pending New Users * New users awaiting approval to use the ETP system.	* Pending Denied * Programs or providers that did not meet criteria for approval. May be eligible for reapplication in 6 months.
Denied Users Users that have been denied access to the ETP system.	Removed Programs/Providers Programs or providers that no longer exist, have asked to be removed, or need to be removed for other reasons.
Provider Menu Menu containing Provider Search, General Information, Provider Details, Eligibility, Debarment, New Institution QA, and Program Details.	

On the **Pending Initial Program** page there is a list of new programs that need are pending a review by the State Administrator. The State Administrator Clicks on the **Pending Initial Program** link.

Under **Program Name**, a program is selected. The L/A Date tell the State Administrator that the Local Area has reviewed this program and approval is pending from the State Administrator [again].

Computer Program by Arizona Institute of Technology is selected and the **Program Description** page is displayed.




The screenshot shows the 'Pending Initial Programs' page on the Arizona Workforce Connection website. The page header includes logos for 'In partnership with Arizona Workforce Connection', 'State of Arizona AZJobConnection.gov', and 'AZ.GOV Arizona's Official Web Site'. A navigation bar contains links for Home, Feedback, Logout, and Printable Version. A left sidebar lists: Approval Menu, Provider Menu, Provider Search, My Account, and Local Admin Entity. The main content area is titled 'Pending Initial Programs (1 to 4 of 4)' and contains the text: 'This is a list of new programs that have been approved by a local area. Click on the Program Name to view and approve the program.' Below this is a table with three columns: Provider Name, Program Name, and L/A Date. An arrow points to the 'Computer Programs' link in the Program Name column for the first row.





Provider Name	Program Name	L/A Date
Arizona Institute of Tehcnology	Computer Programs	01/16/2012
Clark County Community College	Accounting Clerk	01/11/2011
Master Chef Institute	Sous Chef	01/02/2012
West Tech School	Technology	01/21/2011

At the bottom of the table are two buttons: 'Provider Menu' and 'Approval Menu'.

Program Description is reviewed by the State Administrator and Save/Return is selected if there are no issues. If information missing, the program is denied. We will cover that shortly.

LOG OUT
Logged in as State Etpadmin. [Not State?](#)



 Home  Feedback  Logout  Printable Version

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Local Admin Entity

Program Description - Arizona Institute of Tehcnology

Computer Programs

* indicates a required field

Describe each individual program that the training provider would like to have certified.

WIA Approved: ☐ Locally Approved ☐

Last Updated: 01/25/2012

* This individual program of training services is: (check all that apply)

☐ Single Course/Class


☒ Training Program of Multi-Courses

☐ Non-traditional for Women

Local WIB Number

* Program Name or Single Course/Class Title:

* Program Synopsis: (5000 character max.)

 [Check spelling](#)

Curriculum Competency Based:

Prerequisites:

* Total Credit/ Curriculum Hours:

Total Number of Training Weeks:

* Training Location:

* County:

* Zip Code: -

Program Length:

* Type of Attainment:

* Type of Financial Aid Offered:

Refund Policy:

Program Cost Items

Add to the Program description by completing the Program Costs listed below. When finished, click Save.

Program Cost Item	Cost/Description
In-State/District Tuition:	<input type="text" value="1,500.00"/>
	<input type="text" value="Total of 320 hours"/>
Out-of-State/District Tuition:	<input type="text" value="1,650.00"/>
	<input type="text" value="Total of 320 hours"/>
Registration Fee:	<input type="text" value="100.00"/>
	<input type="text" value="Includes parking permit"/>
Books (Estimated):	<input type="text" value="400.00"/>
	<input type="text" value="For complete course"/>
	Supplies/Materials/Hand Tools (not included in tuition):
	<input type="text" value="50.00"/>
	<input type="text" value="Lab"/>
Testing/Exam Fees:	<input type="text" value="25.00"/>
	<input type="text" value="Optional"/>
Graduation Fees:	<input type="text" value="100.00"/>

	<input type="text" value="includes invitation"/>
Other:	<input type="text" value="100.00"/>
	<input type="text" value="Optional cafeteria pass"/>

Curriculum

If Certified is checked 'yes', then Authorizing Entity must be entered.

Is the proposed curriculum currently certified by an accrediting agency or similar national standardization program? If yes, enter the name of the agency or authorizing entity.

Certified:

☒ Yes

☐ No

Authorizing Entity:

Occupations

Please provide the specific name of one or two occupations that this training program will prepare an individual to do. Include the minimum entry level wage for the occupation and indicate the certification, licensing and credentials by boards or other approval required prior to employment.

Program Type Title	Accounting Technology/Technician and Bookkeeping.	
* Program Type	<input type="text" value="520302"/>	<input type="button" value="CIP Lookup"/>
Occupation Title (O*Net-SOC) Title	Billing, Cost, and Rate Clerks	
* Occupation Title (O*Net-SOC)	<input type="text" value="43-3021.02"/>	<input type="button" value="ONET Lookup"/>
Hourly Wage 1	<input type="text" value="18.00"/>	
Required Certification 1	<input type="text" value="NA"/>	
Occupation Title (O*Net-SOC) Title	Bookkeeping, Accounting, and Auditing Clerks	
Occupation Title (O*Net-SOC)	<input type="text" value="43-3031.00"/>	<input type="button" value="ONET Lookup"/>
Hourly Wage 2	<input type="text" value="16.00"/>	
Required Certification 2	<input type="text" value="NA"/>	


Click on Save/Return and the **Program Performance** page is displayed.

The **Program Performance** page displays with the results of the Sate Administrator's review. **WIA Participant Performance** area does not need to be completed. DES does not support that application at this time


LOG OUT


Logged in as State Etpadmin. [Not State?](#)


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Program Performance - Arizona Institute of Tehcnology

Any program that is covered by the Higher Education Act (HEA) or is a registered apprenticeship program is not required to submit the following performance data information for initial eligibility. However, it is encouraged.

All programs must complete the following performance data to be considered for renewal (subsequent eligibility).

Any providers requiring assistance acquiring statistical performance information on program participants for the Employed and Average Wage measures may request assistance for UI wage matching. If interested in this assistance, please contact the Local Area contact for instructions.

Enter either raw numbers or percentages, not both.

Computer Programs

Program Performance For All Students

Begin Date

09/01/2011

End Date

12/30/2011

Number Participated

25

Number Completed

20

Completed Percent

80%

Number Employed After Leaving The Program

18

Employed Percent

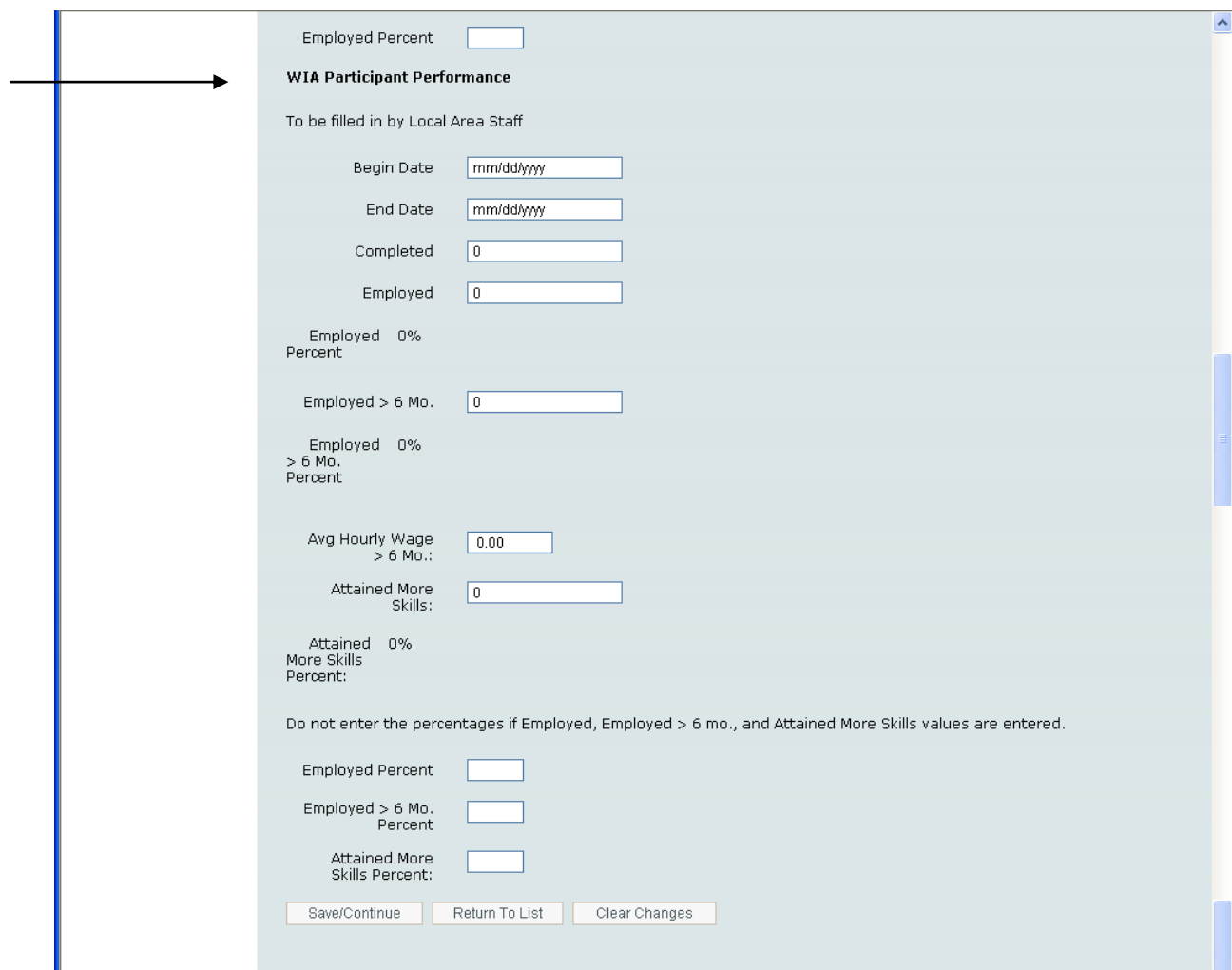
72%

Avg Hourly Wage At Placement:

19.00

Do not enter the percentages if Completed and Employed values are entered.

Completed Percent



Employed Percent

WIA Participant Performance

To be filled in by Local Area Staff

Begin Date

End Date

Completed

Employed

Employed 0%
Percent

Employed > 6 Mo.

Employed 0%
> 6 Mo.
Percent

Avg Hourly Wage
> 6 Mo.:

Attained More
Skills:

Attained 0%
More Skills
Percent:

Do not enter the percentages if Employed, Employed > 6 mo., and Attained More Skills values are entered.

Employed Percent




Employed > 6 Mo.
Percent





Attained More
Skills Percent:

Click on Save/Continue to display the **Local Area State Status Review** page.

State Administrator reviews the **Local Area State Status Review** page with completed Local Area ETP Approver information. The State Administrator provides a recommendation of the program at the bottom of the page; Approve/Deny/Remove/Non-WIA and enters the decision and an approval date is noted at the bottom of the page.

LOG OUT
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→

Local Area / State Status Review - Arizona Institute of Tehcnology

Enter Status Review Information For
Computer Programs

* indicates a required field

Local Workforce Investment Board / Administrative Entity

Local WIB Number: 7

Board Name: Maricopa LWIA Admin Office

Administrator Name: Contact Name

Address: 1212 N. Fake St.

City: Phoenix

State: AZ

Zip Code: 85007

County: 4013

Telephone Number: 602-555-1212

Fax Number: 602-555-1213

E-mail Address: fake@fakelwia.gov

Web Site Address:

Local Review

Status: #indentData#Approved

Comments:

Name of Local ETP Official: Rudy Barcelo

Title of Local ETP Official: EEO Officer

Status Change Date: 01/16/2012

State Review

* Status:

☒ Approve

☐ Deny

☐ Remove

☐ Non-WIA

Comments:

(1000 character max.)

ABC [Check spelling](#)

* Name of State ETP Official:

Sandra Buford

* Title of State ETP Official:

Special Proj. Manaber

* Status Change Date:


01/20/2012

Save/Continue


Return to List

Clear Changes


The program is removed from the State Administrator's **Pending Initial Program** queue. The process is repeated until all pending programs are approved by the State Administrator.



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Pending Initial Programs (1 to 3 of 3)

This is a list of new programs that have been approved by a local area. Click on the Program Name to view and approve the program.

Provider Name	Program Name	L/A Date
Clark County Community College	Accounting Clerk	01/11/2011
Master Chef Institute	Sous Chef	01/02/2012
West Tech School	Technology	01/21/2011

Provider Menu

Approval Menu

Log in as a **Local Area ETP Approver** to return to the **AZ Job Connection ETP Local Area Approval Menu**. Click on the **Approved Providers** panel.

LOG OUT
Logged in as Rudy Barcelo. [Not Rudy?](#)

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AZ Job Connection ETP Local Area Approval Menu

Click on the links below to approve programs.
For Pending Programs, an asterisk (*) before and after the link will denote the availability of records to be displayed.

*** Pending Initial Programs ***

[New programs under existing providers to be reviewed by the Local Area.](#)

No Pending Subsequent Programs

Programs whose subsequent eligibility is due for review.

No Eligibility Expiration Notifications

Approved programs that are within 45 days of their subsequent eligibility renewal.

Approved Initial Programs

Programs whose initial eligibility has been approved by the Local Area.

Approved Subsequent Programs

Approved Providers

All approved providers include Arizona Institute of Technology are displayed in the Local Area ETP Approver Approved Provider queue.

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Approved Providers (1 to 8 of 8)

Local Area 7 Administrator

This is a list of providers for local area 7 that have been approved by the Local Area. Click on the **Provider** link to view provider information, or enter a full or partial provider name to search for a provider. If the user has been approved, 'Appr' will show under the User heading.

Provider Name:

Provider	#	Date	User
Arizona Institute of Tehcnology	2926	01/25/2012	Appr
Clark County Community College	2919	01/06/2012	Appr
IT College	1382	09/16/2011	No
Master Chef Institute	542	09/15/2011	Appr
Molly College	2917	01/10/2012	No
My Training Coach	2916	11/17/2011	No
West Tech School	1381	01/06/2012	Appr
Youth Provider Number One	2918	01/03/2012	No

Clicking on the Provider name takes you to the **Training Provider Detail** page.

**APPROVAL PROGRAMS/PROVIDERS
AND
DENIED PROGRAMS/PROVIDERS
PROCESS**



PROGRAM APPROVAL PROCESS

From the **AZ Job Connection ETP State Administrator Approval Menu**, Click on the **Pending Initial Program** panel.

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AZ Job Connection ETP State Administrator Approval Menu

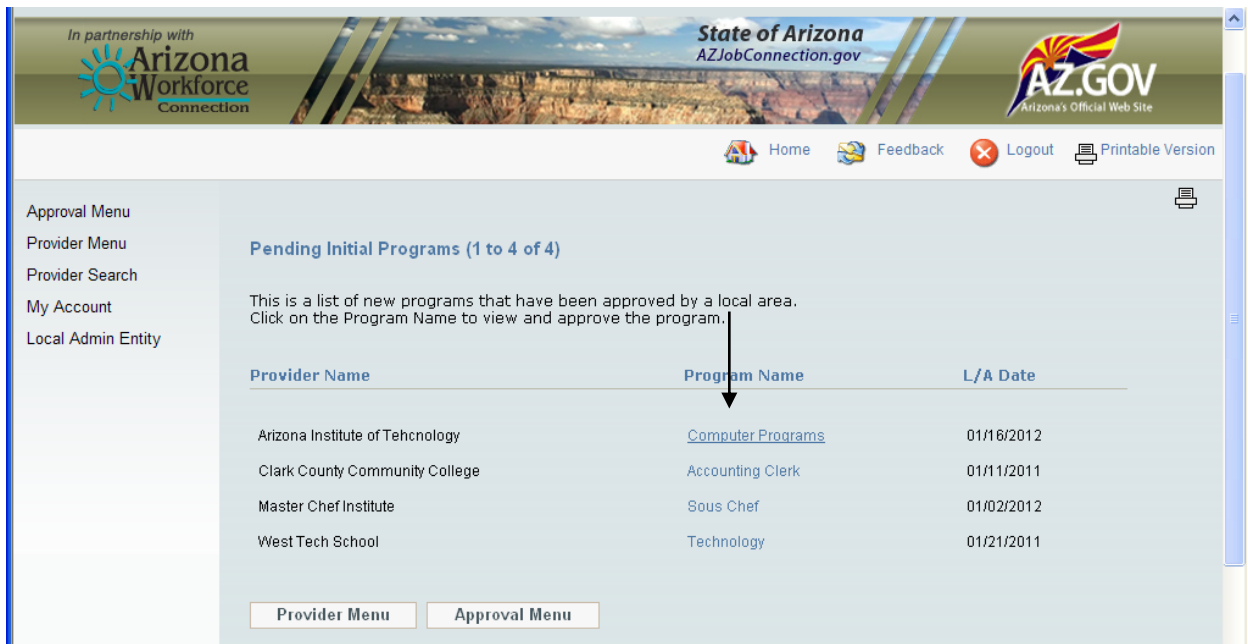
Click on the links below to view or update Eligible Training Provider information. For Pending Programs/Users/Providers, an asterisk (*) before and after the link will denote the availability of records to be displayed.

* Pending Initial Providers * New providers that need to be reviewed by the State Administrator.	Approved Providers Providers that have been approved by the State Administrator.
* Pending Initial Programs * New programs under existing providers awaiting review by the State Administrator.	Approved Initial Programs Programs whose initial eligibility has been approved by the State Administrator.
No Pending Subsequent Programs Programs whose subsequent eligibility is due for approval.	Approved Subsequent Programs Programs that have had their subsequent eligibility approved by the State.
No Eligibility Expiration Notifications Approved programs that are within 45 days of their subsequent eligibility renewal.	Approved Users Users that have been approved to use the ETP system.
* Pending New Users * New users awaiting approval to use the ETP system.	* Pending Denied * Programs or providers that did not meet criteria for approval. May be eligible for reapplication in 6 months.
Denied Users Users that have been denied access to the ETP system.	Removed Programs/Providers Programs or providers that no longer exist, have asked to be removed, or need to be removed for other reasons.
Provider Menu Menu containing Provider Search, General Information, Provider Details, Eligibility, Debarment, New Institution QA, and Program Details.	

On the **Pending Initial Program** page, this is a list of new programs that have been approved by local area approvers and are pending a review by the State Administrator. The State Administrator Clicks on the **Pending Initial Program** link.

Under **Program Name**, a program is selected. The L/A Date tells the State Administrator that the Local Area has reviewed this program and approve is pending from the State Administrator.

Computer Program by Arizona Institute of Technology is selected and the **Program Description** page is displayed.










The screenshot shows the Arizona Job Connection website. The header includes the Arizona Workforce Connection logo, the State of Arizona AZJobConnection.gov, and the AZ.GOV logo. The navigation bar has links for Home, Feedback, Logout, and Printable Version. The left sidebar contains links for Approval Menu, Provider Menu, Provider Search, My Account, and Local Admin Entity. The main content area is titled 'Pending Initial Programs (1 to 4 of 4)' and contains a message: 'This is a list of new programs that have been approved by a local area. Click on the Program Name to view and approve the program.' Below this is a table with three columns: Provider Name, Program Name, and L/A Date. The table lists four programs: Arizona Institute of Tehcnology (Computer Programs), Clark County Community College (Accounting Clerk), Master Chef Institute (Sous Chef), and West Tech School (Technology). An arrow points to the 'Computer Programs' link under the 'Program Name' column. At the bottom of the table are two buttons: 'Provider Menu' and 'Approval Menu'.

Provider Name	Program Name	L/A Date
Arizona Institute of Tehcnology	Computer Programs	01/16/2012
Clark County Community College	Accounting Clerk	01/11/2011
Master Chef Institute	Sous Chef	01/02/2012
West Tech School	Technology	01/21/2011

Program Description is reviewed and Save/Return is selected if there are no issues. If information missing, the program is denied.

LOG OUT
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Program Description - Arizona Institute of Tehcnology

Computer Programs

* indicates a required field

Describe each individual program that the training provider would like to have certified.

WIA Approved: ☐ Locally Approved: ☐

Last Updated: 01/25/2012

* This individual program of training services is: (check all that apply)

☐ Single Course/Class


☒ Training Program of Multi-Courses

☐ Non-traditional for Women

Local WIB Number: 7

* Program Name or Single Course/Class Title:

* Program Synopsis: (5000 character max.)

 [Check spelling](#)

Curriculum Competency Based:

Prerequisites:

* Total Credit/ Curriculum Hours:

Total Number of Training Weeks:

* Training Location:

* County:

* Zip Code: -

Program Length:

* Type of Attainment:

* Type of Financial Aid Offered:

Refund Policy:

Program Cost Items

Add to the Program description by completing the Program Costs listed below. When finished, click Save.

Program Cost Item	Cost/Description
In-State/District Tuition:	<input type="text" value="1,500.00"/>
	<input type="text" value="Total of 320 hours"/>
Out-of-State/District Tuition:	<input type="text" value="1,650.00"/>
	<input type="text" value="Total of 320 hours"/>
Registration Fee:	<input type="text" value="100.00"/>
	<input type="text" value="Includes parking permit"/>
Books (Estimated):	<input type="text" value="400.00"/>
	<input type="text" value="For complete course"/>
	Supplies/Materials/Hand Tools (not included in tuition):
	<input type="text" value="50.00"/>
	<input type="text" value="Lab"/>
Testing/Exam Fees:	<input type="text" value="25.00"/>
	<input type="text" value="Optional"/>
Graduation Fees:	<input type="text" value="100.00"/>

	<input type="text" value="includes invitation"/>
Other:	<input type="text" value="100.00"/>
	<input type="text" value="Optional cafeteria pass"/>

Curriculum

If Certified is checked 'yes', then Authorizing Entity must be entered.

Is the proposed curriculum currently certified by an accrediting agency or similar national standardization program? If yes, enter the name of the agency or authorizing entity.

Certified:

☒ Yes

☐ No

Authorizing Entity:

Occupations

Please provide the specific name of one or two occupations that this training program will prepare an individual to do. Include the minimum entry level wage for the occupation and indicate the certification, licensing and credentials by boards or other approval required prior to employment.

Program Type Title	Accounting Technology/Technician and Bookkeeping.	
* Program Type	<input type="text" value="520302"/>	<input type="button" value="CIP Lookup"/>
Occupation Title (O*Net-SOC) Title	Billing, Cost, and Rate Clerks	
* Occupation Title (O*Net-SOC)	<input type="text" value="43-3021.02"/>	<input type="button" value="ONET Lookup"/>
Hourly Wage 1	<input type="text" value="18.00"/>	
Required Certification 1	<input type="text" value="NA"/>	
Occupation Title (O*Net-SOC) Title	Bookkeeping, Accounting, and Auditing Clerks	
Occupation Title (O*Net-SOC)	<input type="text" value="43-3031.00"/>	<input type="button" value="ONET Lookup"/>
Hourly Wage 2	<input type="text" value="16.00"/>	
Required Certification 2	<input type="text" value="NA"/>	


Click on Save/Return and the **Program Performance** page is displayed.

The **Program Performance** page displays with the results of the State Administrator's review.


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Program Performance - Arizona Institute of Tehcnology

Any program that is covered by the Higher Education Act (HEA) or is a registered apprenticeship program is not required to submit the following performance data information for initial eligibility. However, it is encouraged.

All programs must complete the following performance data to be considered for renewal (subsequent eligibility).

Any providers requiring assistance acquiring statistical performance information on program participants for the Employed and Average Wage measures may request assistance for UI wage matching. If interested in this assistance, please contact the Local Area contact for instructions.

Enter either raw numbers or percentages, not both.

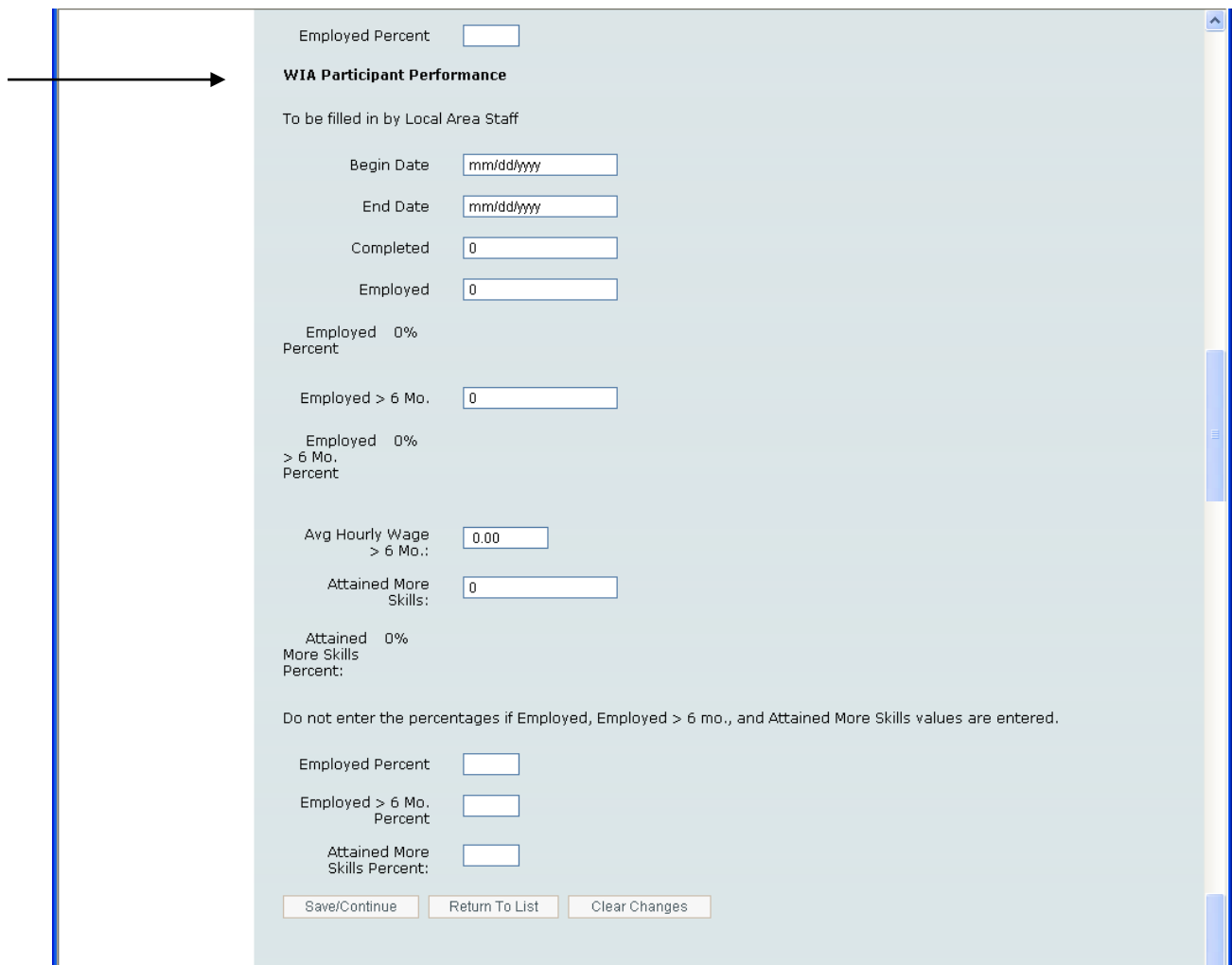
Computer Programs

Program Performance For All Students

Begin Date	<input type="text" value="09/01/2011"/>
End Date	<input type="text" value="12/30/2011"/>
Number Participated	<input type="text" value="25"/>
Number Completed	<input type="text" value="20"/>
Completed Percent	80%
Number Employed After Leaving The Program	<input type="text" value="18"/>
Employed Percent	72%
Avg Hourly Wage At Placement:	<input type="text" value="19.00"/>

Do not enter the percentages if Completed and Employed values are entered.

Completed Percent	<input type="text"/>
-------------------	----------------------



Employed Percent

WIA Participant Performance

To be filled in by Local Area Staff

Begin Date

End Date

Completed

Employed

Employed 0%
Percent

Employed > 6 Mo.

Employed > 6 Mo.
Percent

Avg Hourly Wage
> 6 Mo.:

Attained More
Skills:

Attained 0%
More Skills
Percent:

Do not enter the percentages if Employed, Employed > 6 mo., and Attained More Skills values are entered.

Employed Percent

Employed > 6 Mo.
Percent




Attained More
Skills Percent:





WIA Participant Performance does not need to be completed. DES does not support that application at this time

Click on Save/Continue to display the **Local Area State Status Review** page.

State Administrator reviews the **Local Area State Status Review** page with completed Local Area ETP Approver information. The State Administrator provides a recommendation of the program at the bottom of the page; Approve/Deny/Remove/Non-WIA and enters the decision.

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Local Area / State Status Review - Arizona Institute of Tehcnology

Enter Status Review Information For
Computer Programs

* indicates a required field

Local Workforce Investment Board / Administrative Entity

Local WIB Number:	7
Board Name:	Maricopa LWIA Admin Office
Administrator Name:	Contact Name
Address:	1212 N. Fake St.
City:	Phoenix
State:	AZ
Zip Code:	85007
County:	4013
Telephone Number:	602-555-1212
Fax Number:	602-555-1213
E-mail Address:	fake@fakelwia.gov
Web Site Address:	

Local Review

Status:	#indentData#Approved
Comments:	
Name of Local ETP Official:	Rudy Barcelo
Title of Local ETP Official:	EEO Officer
Status Change Date:	01/18/2012

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State Review

* Status:

☒ Approve
 ☐ Deny
 ☐ Remove
 ☐ Non-WIA

Comments:

(1000 character max.)

ABC

Check spelling

* Name of State ETP Official:

Sandra Buford

* Title of State ETP Official:

Special Proj. Manaber

* Status Change Date:

01/20/2012

Save/Continue

Return to List

Clear Changes

The program is removed from the **Pending Initial Program** queue. The process is repeated until all pending programs are approved by the State Administrator.

LOG OUT

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Pending Initial Programs (1 to 3 of 3)

This is a list of new programs that have been approved by a local area.

Click on the Program Name to view and approve the program.

Provider Name	Program Name	L/A Date
Clark County Community College	Accounting Clerk	01/11/2011
Master Chef Institute	Sous Chef	01/02/2012
West Tech School	Technology	01/21/2011

Provider Menu

Approval Menu

Click on **Provider Menu** and you display this page.

The screenshot shows the 'Provider Menu (No Provider Selected)' page. The header includes the Arizona Workforce Connection logo, 'State of Arizona AZJobConnection.gov', and the AZ.GOV logo. A navigation bar at the top right contains links for Home, Feedback, Logout, and Printable Version. A sidebar on the left lists: Approval Menu, Provider Menu, Provider Search, My Account, and Local Admin Entity. The main content area is titled 'Provider Menu (No Provider Selected)' and includes a sub-header 'Click on the links below to view and/or update the Eligible Training Provider sections. Some sections require that a Provider must first be selected from the Provider Search.' Below this are four sections: 'General Information' (General identifying information about the provider), 'Provider Update' (Add/update provider information), 'Programs' (Program information), and 'Approval Menu' (Menu containing Pending New Providers, Approved Providers, Pending New Programs, Approved New Programs, Pending Subsequent Programs, Approved Subsequent Programs, Pending Program Renewals, Approved Users, Pending New Users, Denied Programs/Providers, Denied Users, and Removed Programs/Providers).

or **AZ Job Connection ETP State Administrator Approval Menu** and you display this page.

The screenshot shows the 'AZ Job Connection ETP State Administrator Approval Menu' page. The header and navigation bar are identical to the previous page. The sidebar on the left lists: Approval Menu, Provider Menu, Provider Search, My Account, and Local Admin Entity. The main content area is titled 'AZ Job Connection ETP State Administrator Approval Menu' and includes a sub-header 'Click on the links below to view or update Eligible Training Provider information. For Pending Programs/Users/Providers, an asterisk (*) before and after the link will denote the availability of records to be displayed.' Below this are six sections: '* Pending Initial Providers *' (New providers that need to be reviewed by the State Administrator), 'Approved Providers' (Providers that have been approved by the State Administrator), '* Pending Initial Programs *' (New programs under existing providers awaiting review by the State Administrator), 'Approved Initial Programs' (Programs whose initial eligibility has been approved by the State Administrator), 'No Pending Subsequent Programs' (Programs whose subsequent eligibility is due for approval), and 'Approved Subsequent Programs' (Programs that have had their subsequent eligibility approved by the State).

Now we need to be logged in as a **Local Area ETP Approver**.

Logged in as a **Local Area ETP Approver** Click on the **Approved Providers** panel.

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LOG OUT
Logged in as Rudy Barcelo. [Not Rudy?](#)

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AZ Job Connection ETP Local Area Approval Menu

Click on the links below to approve programs.
For Pending Programs, an asterisk (*) before and after the link will denote the availability of records to be displayed.

*** Pending Initial Programs ***
[New programs under existing providers to be reviewed by the Local Area.](#)

No Pending Subsequent Programs
Programs whose subsequent eligibility is due for review.

No Eligibility Expiration Notifications
Approved programs that are within 45 days of their subsequent eligibility renewal.

Approved Initial Programs
Programs whose initial eligibility has been approved by the Local Area.

Approved Subsequent Programs

Approved Providers

All approved providers include Arizona Institute of Technology are displayed.

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Approved Providers (1 to 8 of 8)

Local Area 7 Administrator

This is a list of providers for local area 7 that have been approved by the Local Area. Click on the **Provider** link to view provider information, or enter a full or partial provider name to search for a provider.
If the user has been approved, 'Appr' will show under the User heading.

Provider Name:

Provider	#	Date	User
Arizona Institute of Tehcnology	2926	01/25/2012	Appr
Clark County Community College	2919	01/06/2012	Appr
IT College	1382	09/16/2011	No
Master Chef Institute	542	09/15/2011	Appr
Molly College	2917	01/10/2012	No
My Training Coach	2916	11/17/2011	No
West Tech School	1381	01/06/2012	Appr
Youth Provider Number One	2918	01/03/2012	No

Clicking on the Provider name takes you to the **Training Provider Detail** page.

LOG OUT

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Training Provider Details - Arizona Institute of Tehcnology

Enter basic information for the training provider.

* indicates a required field

Local WIB Number

7

Identifier Number

2926

* Training/Education Institution Name

Arizona Institute of Tehcnology

* Training/Education Institution Address

444 N. 54 Avenue

* Training/Education Institution City

Phoenix

* Training State/Education Institution State

AZ

* Training/Education Institution Zip Code

85007 - 0000

* Training/Education Institution County

Maricopa

* Training/Education Institution Telephone Number

602-987-3652 Ext. *

Training/Education Institution Fax Number

602-456-8796

General Email Address

AIT@mail.com

Web Site Address

Web Site Link

* FEIN

78-9741123

Training Agent ID

654963

Vendor ID

* Contact Person

Peggy Lopez

* Contact Address

2940 N. 29th Ave

* Contact City

Phoenix

* Contact State

AZ

* Contact Zip Code

85007 - 0000

* Contact Telephone Number

602-245-8741 Ext. *

Contact Fax Number

602-789-4152

Contact Email Address

PeggyL@mail.com

* Institution/Organization Type Private Career School/College

Approved WIA Youth Services Provider No

Local WIB Email Address rbarcelo@mail.maricopa.gov

Save/Continue is selected and the **Eligibility** page is displayed and reviewed.

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Eligibility - Arizona Institute of Tehcnology

Type of Training Institutions

Complete the information regarding training provider eligibility by checking all applicable boxes below.

Postsecondary eligible to receive Title IV funds from Higher Education Act (HEA) and provides an associate degree, baccalaureate degree or certificate

☒ Public
☐ Private
☐ Non-Profit
☐ Sectarian

Postsecondary not providing an associate degree, baccalaureate degree or certificate

☒ Public
☐ Private
☐ Non-Profit
☐ Sectarian

Registered Apprenticeship program under National Apprenticeship Act

☒ Public
☐ Private
☐ Non-Profit
☐ Sectarian

Non-Registered Apprenticeship program

- ☒ Public
- ☐ Private
- ☐ Non-Profit
- ☐ Sectarian

Community Based Organization

- ☒ Public
- ☐ Private
- ☐ Non-Profit
- ☐ Sectarian

Joint Vocational School

- ☒ Public
- ☐ Private
- ☐ Non-Profit
- ☐ Sectarian

Proprietary School

- ☒ Public
- ☐ Private
- ☐ Non-Profit
- ☐ Sectarian

Other (identify below)

- ☐ Public
- ☐ Private
- ☐ Non-Profit
- ☐ Sectarian

Other Type(s) of Institution

If you checked 'Other' as the Institution type, describe the Institution below.

Other
(Please
specify
if
selected
above)

Additional Info

Please answer the following question.

Is your training/education institution authorized with your state to provide a program of education beyond secondary education?

- ☐ Yes
- ☒ No

Degrees Offered

Please answer the following questions concerning types of degrees offered by the institution.

Associate Degree

- ☐ Yes
☒ No

Baccalaureate Degree

- ☐ Yes
☒ No

Certificate

- ☒ Yes
☐ No

License

- ☐ Yes
☒ No

Competency of Skill Recognized by employer

- ☐ Yes
☒ No

Additional Skills or Competencies Generally Recognized by Employers

- ☐ Yes
☒ No

Other (please see below)

- ☐ Yes
☒ No

Other Type(s) of Degrees

Please describe other types of degrees that the institution offers.

Other
(Please
specify
if
selected
above)

Save/Continue

Clear Changes

After the review is completed, Click on, Save/Continue and the **Debarment** page is displayed.

Debarment page is reviewed for any legal issues. If there are no issues, the State Administrator Clicks on Save/Continue. The **Approving Organization/Agency Approval** page displays.

The screenshot shows the 'Debarment - Arizona Institute of Tehcnology' page. The header includes the Arizona Workforce Connection logo, the State of Arizona AZJobConnection.gov logo, and the AZ.GOV logo. A navigation bar contains links for Home, Feedback, Logout, and Printable Version. A sidebar on the left lists: Approval Menu, Provider Menu, Provider Search, My Account, and Local Admin Entity. The main content area is titled 'Debarment Status' and contains a question: 'Is your training/education institution listed on any state or federal debarment lists?'. There are two radio buttons: 'Yes' and 'No'. The 'No' button is selected. Below the question, there is a prompt: 'If yes, please indicate the name(s) and date(s) of your institution's debarment(s)'. This is followed by three sets of input fields: 'Name of First Debarment List', 'Date of First Inclusion', 'Name of Second Debarment List', 'Date of Second Inclusion', 'Name of Third Debarment List', and 'Date of Third Inclusion'. At the bottom, there are three buttons: 'Save/Continue', 'Save/Return', and 'Clear Changes'.

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Debarment - Arizona Institute of Tehcnology

Debarment Status

Please answer the following question.

Is your training/education institution listed on any state or federal debarment lists?

☐ Yes
☒ No

If yes, please indicate the name(s) and date(s) of your institution's debarment(s).

Name of First Debarment List

Date of First Inclusion

Name of Second Debarment List

Date of Second Inclusion

Name of Third Debarment List

Date of Third Inclusion

Save/Continue Save/Return Clear Changes


Approving Organization/Agency Approval page with a Status: New/Pending at the bottom of the page.

The state approve has the options of Approve/Deny/Remove/Return to List.


LOG OUT


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Institution Info - Arizona Institute of Tehcnology

Complete the fields with your institution's approval, tuition and financial aid information and click the 'Save' button.

Approving Organization/Agency Approval

Accredited:

☒ Yes

☐ No

Accredited by:

Board of Regents

Approved:

☒ Yes

☐ No

Approved by:

Education Association

Registered:

☒ Yes

☐ No

Registered with:

National Association

Licensed:

☐ Yes

☒ No

Licensed
by:

Tuition and Financial Aid

Does your institution have a tuition refund policy?

☒ Yes

☐ No

Does your institution have access to or offer the following financial aid?:

☒ Yes

☐ No

Federal Grants:

☒ Yes

☐ No

List:

State Grants:

☒ Yes

☐ No

List:

Local Grants:

☒ Yes

☐ No

List:

Scholarships:

☒ Yes

☐ No

List:

Fellowships:

☒ Yes
☐ No

List:


Training/Education Institution Grants:

☐ Yes
☒ No


List:

Status: New/Pending

Once approve that specific provider is removed from the **Pending Initial Provider** queue.

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LOG OUT
Logged in as State Etpadmin. [Not State?](#)

Pending Initial Providers (1 to 8 of 8)

This is a list of new providers that have requested to be added to the list of approved training providers. Click on the Provider Name to approve a provider.
If the user has been approved, 'Appr' will show under the User heading.

Provider	#	Date	User
Bryman Gila College	2922	01/19/2012	Appr
Cordon Bleu Culinary Institute	2924	01/23/2012	No
Discovery Detective Academy	2921	01/19/2012	No
Fake Training Provider	541	01/17/2012	No
Phoenix Health Care Institute	2925	01/24/2012	No
Test College	540	08/01/2011	No

Bryman Gila College was denied approval and their name is also removed from the Pending Initial Provider list.

The screenshot shows the 'Approval Menu' section of the AZ Job Connection ETP Local Area Approval Menu. The page header includes the Arizona Workforce Connection logo, the State of Arizona AZJobConnection.gov logo, and the AZ.GOV logo. The user is logged in as 'State Etpadmin' and can click 'Not State?' or 'LOG OUT'. The main content area is titled 'Pending Initial Providers (1 to 7 of 7)' and contains a list of providers. The table has four columns: Provider, #, Date, and User. The providers listed are Cordon Bleu Culinary Institute, Discovery Detective Academy, Fake Training Provider, Phoenix Health Care Institute, Test College, and The Testing College. All providers have a 'No' in the User column, indicating they did not self-register.

Provider	#	Date	User
Cordon Bleu Culinary Institute	2924	01/23/2012	No
Discovery Detective Academy	2921	01/19/2012	No
Fake Training Provider	541	01/17/2012	No
Phoenix Health Care Institute	2925	01/24/2012	No
Test College	540	08/01/2011	No
The Testing College	1383	09/16/2011	No

After the State Administrator has completed their review the Local Area ETP Approver can view the provider information by going to the **AZ Job Connection ETP Local Area Approval Menu**.

Note: The No under the **User** column indicates the provider did not self-register.

From the **AZ Job Connection ETP Local Area Approval Menu**, select **Pending Initial Programs**.



The **Pending Initial Programs** page will display then under **Program Name** Click on Arizona Institute of Technology program link – **Computer Programs**. After a provider is added, the provider displays in the state administrator’s **Pending Initial Provider** queue. After review and approval, the provider is then approved to display in AJC as a training provider.

Pending Initial Provider page - **Note:** The provider is not a WIA-approved provider until at least one of the provider's programs is approved by the local area and by the state.

The screenshot shows the 'Pending Initial Programs' page on the Arizona Workforce Connection website. The page header includes the 'Arizona Workforce Connection' logo, the URL 'AZJobConnection.gov', and the 'AZ.GOV' logo. A navigation bar at the top right contains links for 'Home', 'Feedback', 'Logout', and 'Printable Version'. A left sidebar menu lists 'Approval Menu', 'Provider Menu', 'Provider Search', 'My Account', and 'Local Admin Entity'. The main content area is titled 'Pending Initial Programs (1 to 4 of 4)' and 'Pending Initial Programs For Local Area 7'. It contains a text block stating: 'This is a list of initial programs that have not been approved. Click on the **Program Name** link to view and approve the program.' Below this is a table with two columns: 'Provider Name' and 'Program Name'. The table lists three providers: 'Arizona Institute of Tehcnology', 'Clark County Community College', and 'IT College'. Under 'Arizona Institute of Tehcnology', the program 'Computer Programs' is listed. Under 'Clark County Community College', the programs 'Automotive' and 'Upholstery' are listed. Under 'IT College', the program 'Machinist' is listed. A black arrow points from the text 'Click on the **Program Name** link' to the 'Program Name' column header. At the bottom of the main content area, there are two buttons: 'Provider Menu' and 'Approval Menu'.

Provider Name	Program Name
Arizona Institute of Tehcnology	Computer Programs
Clark County Community College	Automotive
	Upholstery
IT College	Machinist

Program Description page will display as a view only screen because it has already been completed by the provider. This page provides specific information related to a specific program such as:

- If the program is WIA approved
- Program Cost
- Information about the curriculum
- Potential occupations the trainee will be qualified for when the program is completed.

Local Area ETP Approver review this page for accuracy and Clicks on Save/Return.

The screenshot displays the Arizona Job Connection website interface. At the top, there is a banner with the Arizona Workforce Connection logo on the left, the State of Arizona AZJobConnection.gov logo in the center, and the AZ.GOV logo on the right. A navigation bar below the banner includes links for Home, Feedback, Logout, and Printable Version. On the right side of the banner, there is a 'LOG OUT' link and a status message 'Logged in as Rudy Barcelo. Not Rudy?'. A left sidebar contains a menu with links: Approval Menu, Provider Menu, Provider Search, My Account, and Local Admin Entity. The main content area is titled 'Program Description - Arizona Institute of Tehcnology' (note the typo). Below the title, it says 'Computer Programs'. A note states '* indicates a required field'. The instruction reads: 'Describe each individual program that the training provider would like to have certified.' There is a 'WIA Approved:' label followed by the text 'New program not yet approved'. A form box contains the instruction '* This individual program of training services is: (check all that apply)' and two checkboxes: 'Single Course/Class' (unchecked) and 'Training Program of Multi-Courses' (checked).


☐ Non-traditional for Women

Local WIB Number 7

* Program Name
or Single
Course/Class Title: Computer Programs

* Program Synopsis:
(5000 character max.)

Learn Microsoft
Programs

 [Check spelling](#)

Curriculum
Competency
Based:

Yes

Prerequisites:

no

* Total Credit/
Curriculum Hours:

320

Total Number of
Training Weeks:

8

* Training
Location:

Phoenix

* County

Maricopa

* Zip Code

85007

0000

Program Length:

Semester

* Type of
Attainment:

Certification

* Type of Financial
Aid Offered:

Pell, others

Refund Policy:

Yes

Program Cost Items

Add to the Program description by completing the Program Costs listed below. When finished, click Save.

Program Cost Item	Cost/Description
-------------------	------------------

In-State/District Tuition:	1,500.00
-------------------------------	----------

Total of 320 hours

Out-of- State/District Tuition:	1,650.00
---------------------------------------	----------

Total of 320 hours

Registration Fee:	100.00
-------------------	--------

Includes parking permit

Books (Estimated):	400.00
--------------------	--------

For complete course

Supplies/Materials/Hand Tools (not included in tuition):

50.00

Lab

Testing/Exam Fees:	25.00
-----------------------	-------

Optional

Graduation Fees:	100.00
------------------	--------

Graduation Fees:	<input type="text" value="100.00"/>
	<input type="text" value="includes invitation"/>
Other:	<input type="text" value="100.00"/>
	<input type="text" value="Optional cafeteria pass"/>

Curriculum

If Certified is checked 'yes', then Authorizing Entity must be entered.

Is the proposed curriculum currently certified by an accrediting agency or similar national standardization program? If yes, enter the name of the agency or authorizing entity.

Certified:

☒ Yes

☐ No

Authorizing Entity:

Occupations

Please provide the specific name of one or two occupations that this training program will prepare an individual to do. Include the minimum entry level wage for the occupation and indicate the certification, licensing and credentials by boards or other approval required prior to employment.

Program Type Title	Accounting Technology/Technician and Bookkeeping.	
* Program Type	<input type="text" value="520302"/>	<input type="button" value="CIP Lookup"/>
Occupation Title (O*Net-SOC) Title	Billing, Cost, and Rate Clerks	
* Occupation Title (O*Net-SOC)	<input type="text" value="43-3021.02"/>	<input type="button" value="ONET Lookup"/>
Hourly Wage 1	<input type="text" value="18.00"/>	
Required Certification 1	<input type="text" value="NA"/>	
Occupation Title (O*Net-SOC) Title	Bookkeeping, Accounting, and Auditing Clerks	
Occupation Title (O*Net-SOC)	<input type="text" value="43-3031.00"/>	<input type="button" value="ONET Lookup"/>
Hourly Wage 2	<input type="text" value="16.00"/>	
Required Certification 2	<input type="text" value="NA"/>	

The **Program Performance** page for that institution or organization is displayed. The Local Area ETP Approver reviews this page for accuracy.

At the bottom of the page where WIA Participant Performance information is requested, Casemanagers/Casetrackers are not required to complete this information.

Arizona Workforce Connection

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Arizona's Official Web Site

Home Feedback Logout Printable Version

Approval Menu
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Program Performance - Arizona Institute of Tehcnology

Any program that is covered by the Higher Education Act (HEA) or is a registered apprenticeship program is not required to submit the following performance data information for initial eligibility. However, it is encouraged.

All programs must complete the following performance data to be considered for renewal (subsequent eligibility).

Any providers requiring assistance acquiring statistical performance information on program participants for the Employed and Average Wage measures may request assistance for UI wage matching. If interested in this assistance, please contact the Local Area contact for instructions.

Enter either raw numbers or percentages, not both.

Computer Programs

Program Performance For All Students

Begin Date

End Date

Number Participated

Number Completed

Completed 80%
Percent

Number Employed After Leaving The Program

Employed 72%
Percent

Avg Hourly Wage At Placement:

Do not enter the percentages if Completed and Employed values are entered.

Completed Percent

Employed Percent

WIA Participant Performance

To be filled in by Local Area Staff

Begin Date

End Date

Staff does not complete this information.



Number Participated	<input type="text" value="25"/>
Number Completed	<input type="text" value="20"/>
Completed Percent	80%
Number Employed After Leaving The Program	<input type="text" value="18"/>
Employed Percent	72%
Avg Hourly Wage At Placement:	<input type="text" value="19.00"/>
Do not enter the percentages if Completed and Employed values are entered.	
Completed Percent	<input type="text" value="0"/>
Employed Percent	<input type="text" value="0"/>
WIA Participant Performance	
To be filled in by Local Area Staff	
Begin Date	<input type="text" value="mm/dd/yyyy"/>
End Date	<input type="text" value="mm/dd/yyyy"/>
Completed	<input type="text" value="0"/>
Employed	<input type="text" value="0"/>
Employed Percent	0%
Employed > 6 Mo.	<input type="text" value="0"/>
Employed > 6 Mo. Percent	0%
Avg Hourly Wage > 6 Mo.:	<input type="text" value="0.00"/>
Attained More Skills:	<input type="text" value="0"/>
Attained More Skills Percent:	0%
Do not enter the percentages if Employed, Employed > 6 mo., and Attained More Skills values are entered.	
Employed Percent	<input type="text" value="0"/>
Employed > 6 Mo. Percent	<input type="text" value="0"/>
Attained More Skills Percent:	<input type="text" value="0"/>
<input type="button" value="Save/Continue"/>	<input type="button" value="Return To List"/>
<input type="button" value="Clear Changes"/>	

Click on Save/Continue and the **Local Area Status Review** page displays.

Click on Return to List takes you back to the **Pending Initial Program** list.

This page is where Local Area ETP Approvers approve or deny a provider.

The screenshot shows the Arizona Workforce Connection website. The header includes the Arizona Workforce Connection logo, the State of Arizona AZJobConnection.gov logo, and the AZ.GOV logo. A user is logged in as Rudy Barcelo. The left sidebar contains a menu with links: Approval Menu, Provider Menu, Provider Search, My Account, and Local Admin Entity. The main content area is titled "Local Area Status Review - Arizona Institute of Tehcnology". It contains a form for entering status review information for computer programs. The form includes a legend indicating that an asterisk (*) denotes a required field. The form fields are as follows:

Local WIB Number:	7
Board Name:	Maricopa LWIA Admin Office
Administrator Name:	Contact Name
Address:	1212 N. Fake St.
City:	Phoenix
State:	AZ
Zip Code:	85007
County:	4013
Telephone Number:	602-555-1212
Fax Number:	602-555-1213
E-mail Address:	fake@fakelwia.gov
Web Site Address:	

Below the form fields is a section titled "Local Review" containing a status selection form:

* Status:

- ☐ Approve
- ☐ Deny
- ☐ Remove
- ☒ Non-WIA

ETP Approvers complete this section to approve or deny the provider.

Comments:
(1000 character max.)

ABC [Check spelling](#)

Name of Local ETP Official:

Title of Local ETP Official:

Status Change Date:

If a provider is denied the reason must be stated in the **Comments** box. **ETP Approvers are required to enter their name, title and change date status** before selecting Save/Continue.

✖ Name of Local ETP Official:

✖ Title of Local ETP Official:

✖ Status Change Date:

When you Click on the **Status Change Date** box a calendar is displayed to make your date selection from.

✖ Name of Local ETP Official:

✖ Title of Local ETP Official:

✖ Status Change Date:

After Clicking on Save/Continue and the **Pending Initial Programs** page is displayed where approvers can select programs to approve. **Pending Initial Programs** page is displayed. The programs do not display in the local area approvers **Pending Initial Programs** queue until the provider has been approved to display in AJL by the state administrator.

The programs do not display in the state administrator's **Pending Initial Programs** queue until they have been approved by the local area coordinator.



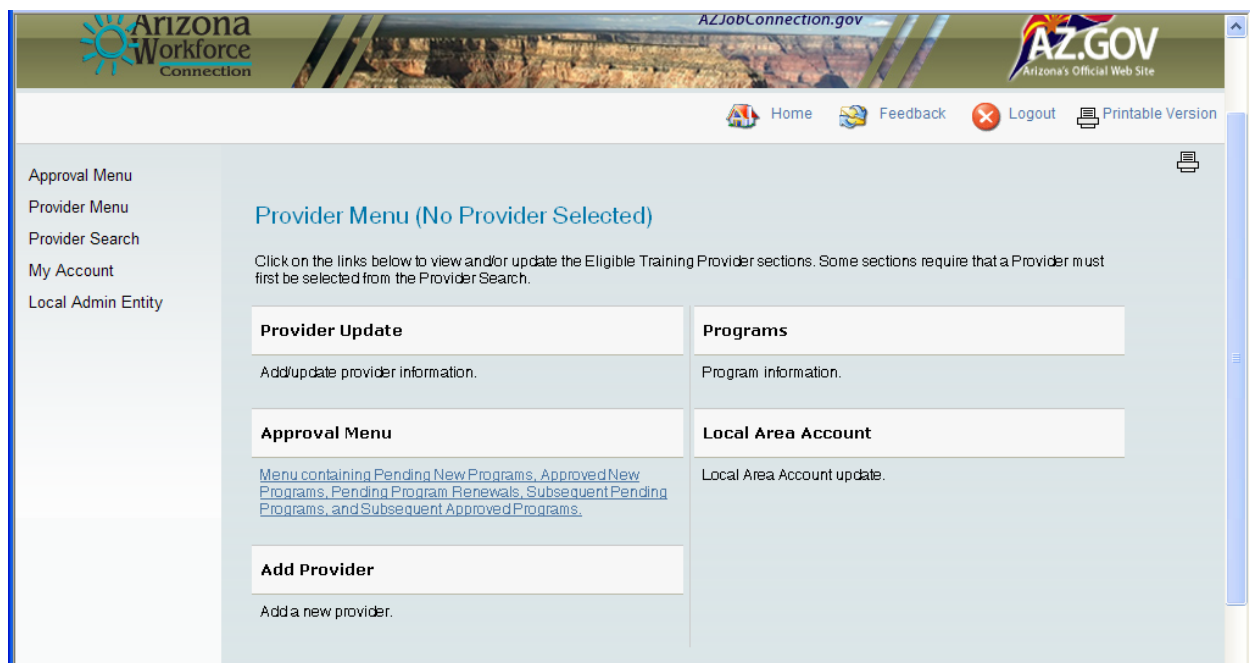
*The Program Description page requires assignment of both a Classification for Instructional Program (CIP) code and an O*Net code. In many cases, the CIP and O*Net have an obvious correlation, but in other cases, the program may prepare the student for several occupations. For example, 520402 Executive Assistant/Executive Secretary prepares the student for 43-6014.00 Secretaries and Administrative Assistants Except Legal, Medial, and Executive, 434171.00 Receptionists and Information Clerks, and 43-9061.00 Office Clerks, General. The CIP crosswalk at www.onetonline.org/crosswalk is helpful for finding O*Net codes for CIP codes.*

The screenshot shows the 'Pending Initial Programs' page in the Arizona Workforce Connection system. The page title is 'Pending Initial Programs (1 to 3 of 3)'. Below the title, it says 'Pending Initial Programs For Local Area 7'. A message states: 'This is a list of initial programs that have not been approved. Click on the **Program Name** link to view and approve the program.' Below this is a table with two columns: 'Provider Name' and 'Program Name'. The table lists three programs: Clark County Community College (Automotive), Clark County Community College (Upholstery), and IT College (Machinist). At the bottom of the table, there are two buttons: 'Provider Menu' and 'Approval Menu'.

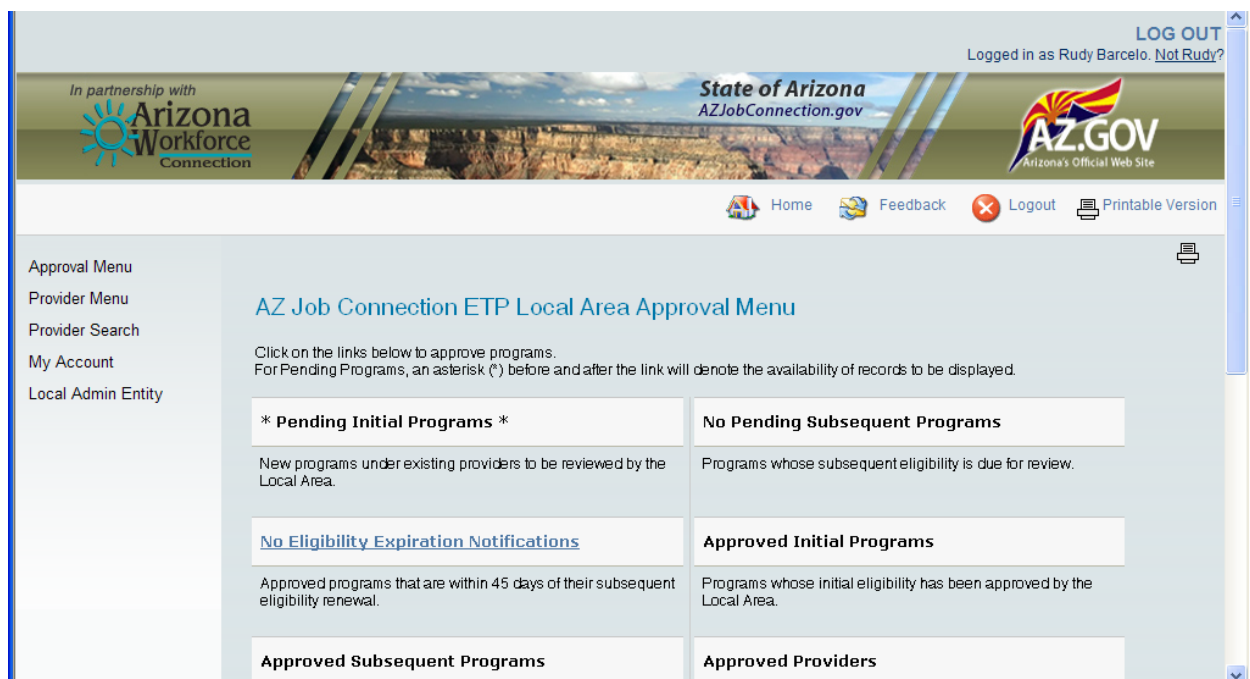
Provider Name	Program Name
Clark County Community College	Automotive
Clark County Community College	Upholstery
IT College	Machinist

Click on Provider Menu and you will return to the Providers Menu.

You must conduct a provider search to have a name displayed on the provide menu and to access provide information.



Click on **Approval Menu** and you will return to the **AZ Job Connection ETP Local Area Approval Menu** where you can start the approval process for a new pending program.



DENIED PROGRAMS/PROVIDERS

Remember the provider Master Chief Institute that was denied by the State Administrator earlier? Let's take a look in the **Denied User** queue. Click on **Denied Programs/Providers**.

Approval Menu
Provider Menu
Provider Search
My Account
Local Admin Entity

AZ Job Connection ETP Local Area Approval Menu

Click on the links below to approve programs.
For Pending Programs, an asterisk (*) before and after the link will denote the availability of records to be displayed.

* Pending Initial Programs * New programs under existing providers to be reviewed by the Local Area.	No Pending Subsequent Programs Programs whose subsequent eligibility is due for review.
No Eligibility Expiration Notifications Approved programs that are within 45 days of their subsequent eligibility renewal.	Approved Initial Programs Programs whose initial eligibility has been approved by the Local Area.
Approved Subsequent Programs Programs that have had their subsequent eligibility approved by the Local Area.	Approved Providers Providers that have been approved by the Local Area.
Denied Programs/Providers Programs or providers that did not meet criteria for approval. May be eligible for reapplication in 6 months.	Removed Programs/Providers Programs or providers that no longer exist, have asked to be removed, or need to be removed for other reasons.

Here is the denied provider and the program associated with that provider in the State Administrator login account.

Keep in mind that a provider will have numerous programs. Some of those may be approved, some removed, and some denied, but the provider can still be an approved provider. Here are a couple of examples.

Provider Fly-by-Night submits a new provider record and program. The provider and program are denied. The provider cannot submit another program for six months.

Provider Goody Two Shoes submits a new provider record and an Auto Mechanics program. The provider and program are approved. Two months later, Goody Two Shoes submits another program: Basket Weaving. The Basket Weaving program is denied. This does not affect Goody Two Shoes' status as an approved provider because they already have one approved program. So now Goody Two Shoes has one approved program and one denied program, and that's okay.

Clicking on the program name under Program, displays the **Program Description** page where the provider can be approved.

The screenshot shows the Arizona Workforce Connection State Administrator interface. The header includes the Arizona Workforce Connection logo, the URL AZJobConnection.gov, and the AZ.GOV logo. Navigation links for Home, Feedback, Logout, and Printable Version are present. A left sidebar contains links for Approval Menu, Provider Menu, Provider Search, My Account, and Local Admin Entity. The main content area is titled "Denied Programs/Providers - State Administrator" and contains a search box for Provider Name. Below the search box is a table with the following data:

Provider	Program	Date Denied	By	LA
Master Chef Institute	Restaurant Management	10/20/2011	LA	
Bryman Gila College	Microsoft Office Programs		SA	

At the bottom of the main content area are buttons for "Provider Menu" and "Approval Menu". An arrow points to the "Restaurant Management" program link in the table.

Program Description page begins the process to approve or deny a provider.

The screenshot shows the 'Program Description - Master Chef Institute' page. The header includes the Arizona Workforce Connection logo, the State of Arizona AZJobConnection.gov logo, and the AZ.GOV logo. A navigation bar contains links for Home, Feedback, Logout, and Printable Version. A sidebar on the left lists: Approval Menu, Provider Menu, Provider Search, My Account, and Local Admin Entity. The main content area is titled 'Program Description - Master Chef Institute' and contains the following text:

Restaurant Management

* indicates a required field

Describe each individual program that the training provider would like to have certified.

WIA Approved: State Denied

Last Updated: 01/25/2012

If you Click on Save/Return the **Program Performance** page is displayed.

The screenshot shows the 'Program Performance - Master Chef Institute' page. The header and navigation bar are identical to the previous page. The sidebar on the left lists: Approval Menu, Provider Menu, Provider Search, My Account, and Local Admin Entity. The main content area is titled 'Program Performance - Master Chef Institute' and contains the following text:

Any program that is covered by the Higher Education Act (HEA) or is a registered apprenticeship program is not required to submit the following performance data information for initial eligibility. However, it is encouraged.

All programs must complete the following performance data to be considered for renewal (subsequent eligibility).

Any providers requiring assistance acquiring statistical performance information on program participants for the Employed and Average Wage measures may request assistance for UI wage matching. If interested in this assistance, please contact the Local Area contact for instructions.

Enter either raw numbers or percentages, not both.

Restaurant Management

Program Performance For All Students

Begin Date

End Date

Number Participated

Do not enter the percentages if Employed, Employed > 6 mo., and Attained More Skills values are entered.

Employed Percent

Employed > 6 Mo. Percent

Attained More Skills Percent:

At the bottom of the page if you Click on Save/Continue, you display the Local Area Review page.

Questions - Once the denied provider is posted in the Denied User queue, how does the system, or who, notifies a denied provider they have been denied and they have appeal rights?


Answer - If it is a brand new provider, then the provider will display in the Denied Provider/Programs queue. The account created at the time the provider record was added will display in the Denied Users queue. ProviderLink does generate emails but they are very generic. The local or state would need to contact the provider to notify of the denied and advise them of their appeal rights.

The system does not calculate the dates. The six-month period should be calculated on the state denial date.

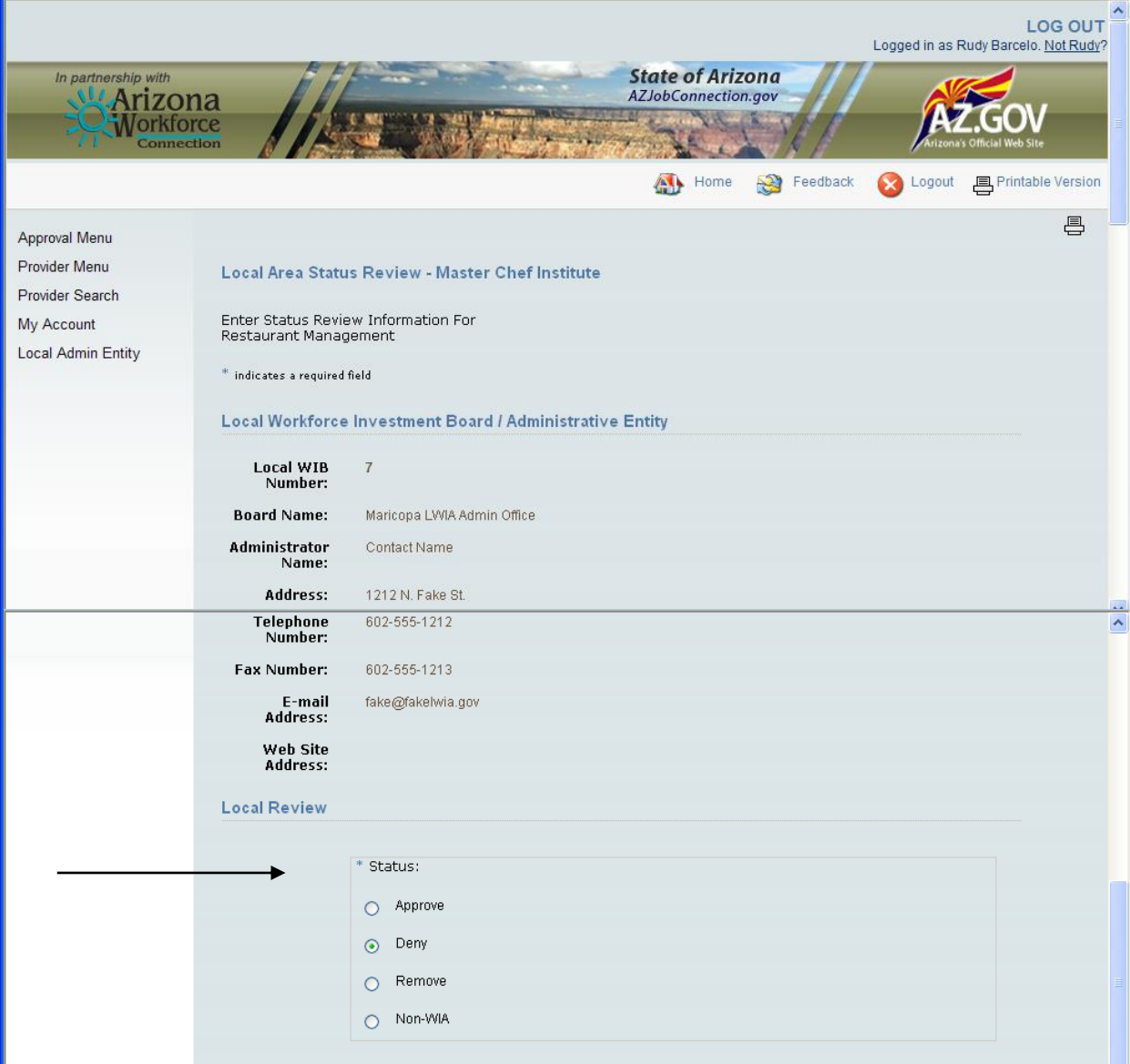
From the Local Area Status Review page changing the status of a denied program as simple as checking a different radio button (from No to Yes) But there should be notes to support the changes in status.

There are a lot of e-mails generated by the system, but they are generic. There needs to be some communication between the locals and the providers. At any time, the training provider users can login and view the status of all of their programs online.

Click on Save/Continue to display the **Local Area Status Review** page.

 If a program is denied, time limitations for re-application apply. Make sure that denial is the correct action before clicking the Deny button. For example, if information is missing from the record, the training provider can be contacted to determine if additional information is available, depending on state policy and procedure. In this case, click the Return to List button to keep the provider in the pending queue. If the provider is denied at this point, any programs added will be set to Non-WIA. If the provider is denied by mistake, the status of the provider and the status of all programs must be reset to re-initiate the initial approval process.

If a denied provider is now approved, this is where you change the status from Deny to Approve.



LOG OUT
Logged in as Rudy Barcelo. [Not Rudy?](#)

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Home Feedback Logout Printable Version

Approval Menu
Provider Menu
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Local Area Status Review - Master Chef Institute

Enter Status Review Information For Restaurant Management

* indicates a required field

Local Workforce Investment Board / Administrative Entity

Local WIB Number: 7

Board Name: Maricopa LWIA Admin Office

Administrator Name: Contact Name

Address: 1212 N. Fake St.

Telephone Number: 602-555-1212

Fax Number: 602-555-1213

E-mail Address: fake@fakelwia.gov

Web Site Address:

Local Review

* Status:

☐ Approve

☒ Deny

☐ Remove

☐ Non-WIA

Comments:
(1000 character max.)

Denied for cause on October 20, 2011 by local admin. Cannot reapply until April 21, 2011.

 [Check spelling](#)

Name of Local ETP Official:

Title of Local ETP Official:



Status Change Date:





If information is missing the following screen will display.

If you select **Return To List**, the Provider Menu will display.

If you Click on **Eligible Training Provider - Local Admin Entity** page will display with information that has been entered by the ETP Approver.

LOG OUT
Logged in as fname lname. [Not fname?](#)

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 Home  Feedback  Logout  Printable Version

Approval Menu
Provider Menu
Provider Search
My Account
Local Admin Entity

Local Area Status Review - Yuma School

Enter Status Review Information For Solar Tech

* indicates a required field

Local Workforce Investment Board / Administrative Entity

Information is missing for the Local Administrative Entity. Before you review ETP applications, you must first complete this information.

Local WIB Number: 9

Board Name: Yuma LWIA Admin Office

Administrator
Name:

Address:

City:

State:

Zip Code:

County: 4027

Telephone
Number:

Fax Number:

E-mail
Address: Yuma@ypic.com

Web Site
Address:

[Local Review](#)

* Status:

☐ Approve

☐ Deny

☐ Remove

☒ Non-WIA

Comments:
(1000 character max.)

[ABC](#) [Check spelling](#)

Name of Local
ETP Official:

Title of Local
ETP Official:

Status
Change Date:

LANGUAGES | SECTION 508 COMPLIANT | EEO | PRIVACY STATEMENT | PROTECT YOURSELF | BROWSER HELP

Click on **Local Info** and the **Eligible Training Provider – Local Administrative Entity** page display.

Eligible Training Provider – Local Administrative Entity page.

LOG OUT
Logged in as fname Iname. [Not fname?](#)

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Home Feedback Logout Printable Version

Approval Menu
Provider Menu
Provider Search
My Account
Local Admin Entity

Eligible Training Provider - Local Administrative Entity

Please contact the local area administrator if any of this information needs to be updated.

Area:	9
Board Name:	Yuma LWIA Admin Office
Administrator Name:	
Administrator Title:	
Address 1:	
Address 2:	
City:	
State:	AZ
Zip Code:	
County:	Yuma
Telephone Number:	
Alternate Phone:	
Fax:	
TTY:	
Email Address:	
Website Address:	

LANGUAGES | SECTION 508 COMPLIANT | EEO | PRIVACY STATEMENT | PROTECT YOURSELF | BROWSER HELP

To access the provider's programs, click the **Provider Menu** link in the Control Panel. The **Provider Menu** will display with the providers information.

Home Feedback Logout Printable Version

Approval Menu
Provider Menu
Provider Search
My Account
Local Admin Entity

Program Performance - Master Chef Institute

Any program that is covered by the Higher Education Act (HEA) or is a registered apprenticeship program is not required to submit the following performance data information for initial eligibility. However, it is encouraged.

All programs must complete the following performance data to be considered for renewal (subsequent eligibility).

Any providers requiring assistance acquiring statistical performance information on program participants for the Employed and Average Wage measures may request assistance for UI wage matching. If interested in this assistance, please contact the Local Area contact for instructions.

Enter either raw numbers or percentages, not both.

Restaurant Management

Program Performance For All Students

Begin Date

End Date

Number Participated

At the bottom of the page if you Click on Save/Continue, you display the Local Area Review page.

Do not enter the percentages if Employed, Employed > 6 mo., and Attained More Skills values are entered.

Employed Percent

Employed > 6 Mo. Percent


Attained More Skills Percent:

Save/Continue Return To List Clear Changes


LANGUAGES | SECTION 508 COMPLIANT | EEO | PRIVACY STATEMENT | PROTECT YOURSELF | BROWSER HELP





If a denied provider is approved, this is where the Local Area ETP Approver changes the status from Deny to Approve.

LOG OUT
Logged in as Rudy Barcelo. [Not Rudy?](#)

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Arizona's Official Web Site

 Home  Feedback  Logout  Printable Version

Approval Menu

Provider Menu

Provider Search

My Account

Local Admin Entity

Local Area Status Review - Master Chef Institute

Enter Status Review Information For Restaurant Management

* indicates a required field

Local Workforce Investment Board / Administrative Entity

Local WIB Number: 7

Board Name: Maricopa LWIA Admin Office

Administrator Name: Contact Name

Address: 1212 N. Fake St.

Telephone Number: 602-555-1212

Fax Number: 602-555-1213

E-mail Address: fake@fakelwia.gov

Web Site Address:

Local Review

* Status:

☐ Approve


☒ Deny

☐ Remove

☐ Non-WIA

Comments:
(1000 character max.)

Denied for cause on October 20, 2011 by local admin. Cannot reapply until April 21, 2011.

 [Check spelling](#)

Name of Local ETP Official: Local Admin

Title of Local ETP Official: Local Admin

Status Change Date: 10/20/2011

Save/Continue

Return to List

Clear Changes

If information is missing the following screen will display.

If you select **Return To List**, the Provider Menu will display.

If you Click on **Eligible Training Provider - Local Admin Entity** page will display with information that has been entered by the ETP Approver.

Click on **Local Info** and the **Eligible Training Provider – Local Administrative Entity** page display.

Eligible Training Provider – Local Administrative Entity page.

The screenshot shows the 'Eligible Training Provider - Local Administrative Entity' page. The header includes the Arizona Workforce Connection logo, the State of Arizona AZJobConnection.gov logo, and the AZ.GOV logo. A navigation bar contains links for Home, Feedback, Logout, and Printable Version. A left sidebar lists menu items: Approval Menu, Provider Menu, Provider Search, My Account, and Local Admin Entity. The main content area displays the title 'Eligible Training Provider - Local Administrative Entity' and a message: 'Please contact the local area administrator if any of this information needs to be updated.' Below this is a form with the following fields and values:

Area:	9
Board Name:	Yuma LWIA Admin Office
Administrator Name:	
Administrator Title:	
Address 1:	
Address 2:	
City:	
State:	AZ
Zip Code:	
County:	Yuma
Telephone Number:	
Alternate Phone:	
Fax:	
TTY:	
Email Address:	
Website Address:	

At the bottom of the page, there is a footer with links: LANGUAGES | SECTION 508 COMPLIANT | EEO | PRIVACY STATEMENT | PROTECT YOURSELF | BROWSER HELP.

To access the provider's programs, click the **Provider Menu** link in the Control Panel to display the Provider Menu. The **Provider Menu** will display with the providers information.

Return to the **Home /Presentation** page.

TRAINING PROVIDER REGISTRATION PROCESS

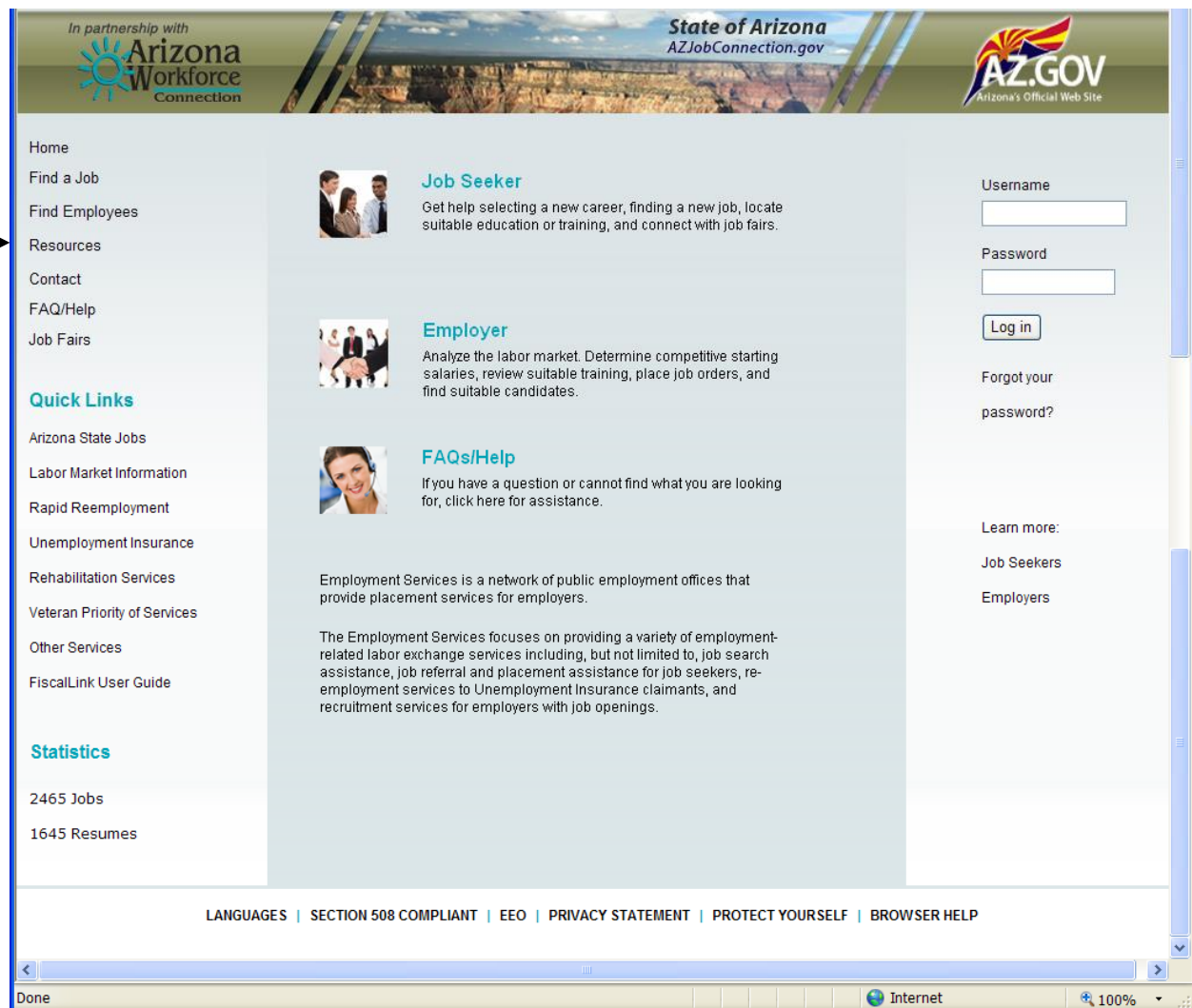


TRAINING PROVIDER REGISTRATION PROCESS

Training providers (providers) access AZ Job Connection through the www.azjobconnection.gov URL and self-register their institution and one initial program.

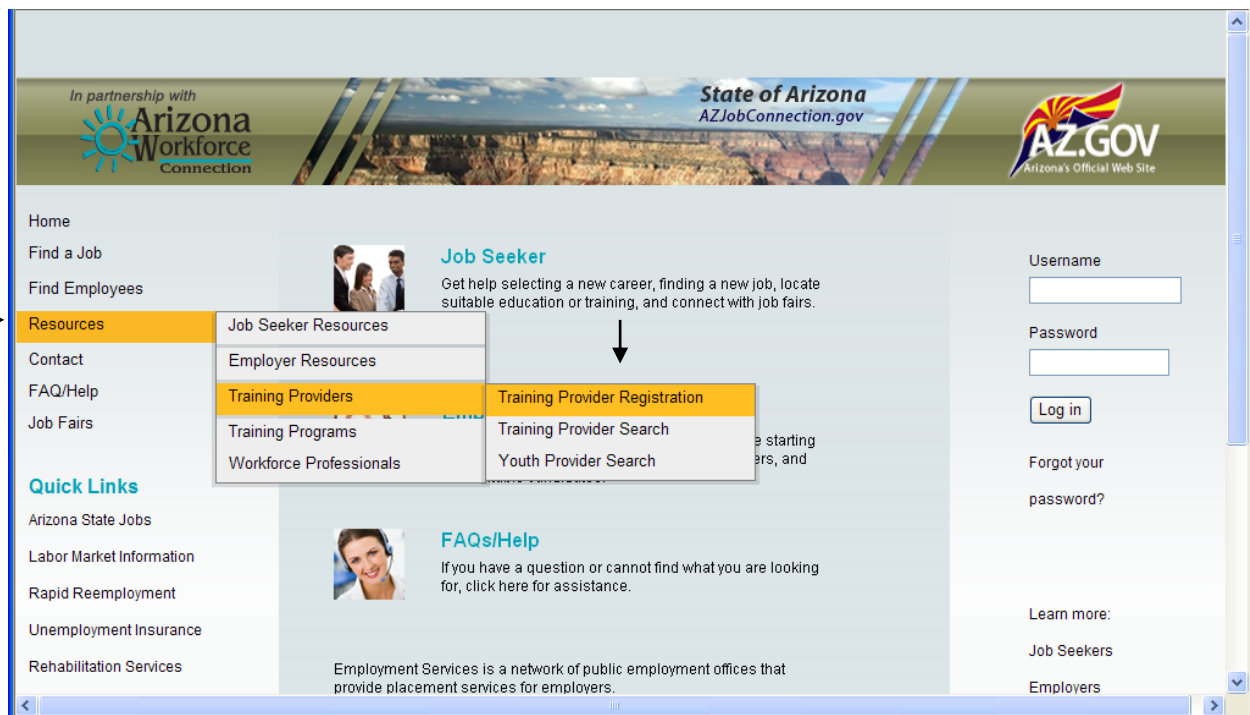
Once training providers log in, they will see the following **Presentation/Home** page.

Move your pointer over the word **Resources** on the **Control Panel** and flyouts will display the registration and program links.



Highlight

- **Resources,**
 - **Training Provider and**
 - **Training Provider Registration** – click on this link to display the **New User Registration** page.



New User Registration page is displayed for providers to complete. On the **New User Registration** page, providers must create a username, password, provide contact information, and indicate if they are a new provider or associated with an existing provider. *Your account should be approved within 24 hours, but please wait for 72 hours before making inquiries. An e-mail will be sent to notify the provider that their account has been approved.*

There are two ways to create a record/account:

- Create a new record – a new provider is one who has never registered in ArizonaHeat or AJC. *When the system goes live, if you have an existing account in ArizonaHeat, it will transfer to AJC.*
- Attach to an existing account – add an institution or program to an existing provider in AJC.

The steps to create a new record, add a new provider, and add a program are designed as one flow or process. First we will create a new record. Create your Username, Password, select New, and enter your contact information.

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State of Arizona
AZJobConnection.gov

AZ.GOV
Arizona's Official Web Site

Home Feedback Printable Version

Home >> Resources >> Training Providers >> Training Provider Registration

New User Registration

* indicates a required field

For security reasons, your account must be approved before you are allowed to update provider information. This validation is usually accomplished within 24 hours; however, please wait for 72 hours before making inquiries. If you provided an e-mail address, you will receive an e-mail notification that your account has been approved.

Please enter a Username and Password
Job Link requires users to create strong passwords by using a combination of letters, number and the following special characters !@#\$%^*()+={};:~-.\\~-

* Username (6 to 10 characters)

* Password (8 to 20 characters)

* Repeat Password

You must be associated with a training provider. Will you be adding a new provider or do you want to search for an existing provider?

* Add new provider or search for existing provider?

☒ New

☐ Existing

Contact Information:

* First Name

Middle Initial

* Last Name

Phone Number: Ext.

Email Address:

LANGUAGES | SECTION 508 COMPLIANT | EEO | PRIVACY STATEMENT | PROTECT YOURSELF | BROWSER HELP

After you create your record, AJC will immediately lead you to the page to add your provider information. After you add the provider information, AJC will then lead you to the page to add a program.

After your account is approved, providers can add to an existing account, add additional programs, and make edits as needed to the provider or program record.

Click on **Submit** after you enter your information to display the **Training Provider Details – Add New Provider** page.

Training Provider Details – Add New Provider page displays. This page asks for general training institution information, name, location, contact information, web site and e-mail addresses. Providers must enter their 9-digit FEIN. Identifier Number (Provider ID) is a consecutive number generated by ProviderLink. Providers are also asked to enter a **Training Agent ID number** and a **Vendor ID**. If a Training Agent ID number or Vendor ID number is not entered, ProviderLink will generate the same number for all three ID's by assigning a number when the page is saved. Refer to the **Fields for Training Provider Details** table for input information. Tables are located in the back section of this training guide.

The screenshot shows a web application interface for adding a new training provider. The header includes logos for 'Arizona Workforce Connection', 'State of Arizona AZJobConnection.gov', and 'AZ.GOV'. A navigation bar contains links for Home, Feedback, and Printable Version. A left sidebar lists 'Program Menu', 'Provider Update', and 'My Account'. The main content area is titled 'Training Provider Details - Add New Provider' and contains a form with the following fields:

- * indicates a required field
- * Training/Education Institution Name:
- * Training/Education Institution Address:
- * Training/Education Institution City:
- * Training State/Education Institution State:

Training/Education Institution Zip Code	85234 - 6325
* Training/Education Institution County	Maricopa
* Training/Education Institution Telephone Number	602-555-8752 Ext. *
Training/Education Institution Fax Number	
General Email Address	lofCars@yahoo.com
Web Site Address	www.lofCars.edu
Web Site Link	
* FEIN	789456123
Training Agent ID	126
Vendor ID	12
* Contact Person	Sally Wine
* Contact Address	1234 W. Dover Street
* Contact City	Gilbert
* Contact State	AZ
* Contact Zip Code	85234 - 0000
* Contact Telephone Number	602-555-7852 Ext. *
Contact Fax Number	
Contact Email Address	lofCars@yahoo.com
* Institution/Organization Type	College/University (Four Year)
Approved WIA Youth Services Provider	No
If you do not have an e-mail account, click the following link for a list of free Internet e-mail providers	
Save/Continue	Clear Changes

LANGUAGES | SECTION 508 COMPLIANT | EEO | PRIVACY STATEMENT | PROTECT YOURSELF | BROWSER HELP

Providers must complete the initial registration process for a Provider Number to be assigned to the provide account. Otherwise, providers will have to start the login process all over with a new Username and Password.

Click on Save/Continue to display the **ETP Application EO Assurance** page.

ETP Application Equal Opportunity (EO) Assurance page displays. Carefully review the EO information. If your training institution assures compliance, select Yes and click the Submit button. If your training institution cannot assure compliance, click No to terminate the application process and return to the AJC Home page.

No is the default button and compliance is required.

The screenshot shows the 'ETP Application EO Assurance' page. On the left is a navigation menu with links: Approval Menu, Provider Menu, Provider Search, My Account, and Local Admin Entity. The main content area contains several paragraphs of text regarding the Workforce Investment Act of 1998 (WIA), the Civil Rights Act of 1964, the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975. It also mentions 29 CFR Part 37 and the WIA Title I-financially assisted program or activity. At the bottom, there is a warning box that says 'You must answer yes to continue, if you answer no you will be returned to the Login Page.' Below this box are two radio buttons: 'Yes' and 'No'. The 'No' radio button is selected. At the bottom right of the form is a 'Submit' button. Two horizontal arrows point from the left margin to the 'No' radio button and the 'Submit' button respectively.

Approval Menu
Provider Menu
Provider Search
My Account
Local Admin Entity

ETP Application EO Assurance

As a condition to the award of financial assistance from the Department of Labor under Title I of WIA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I- financially assisted program or activity;

Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color, and national origin;

Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I- financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

This assurance applies to the approval of a training provider to display information about their training/educational institution and programs to those individuals seeking such information on JobLink. The undersigned understands that JobLink has the right to remove the training provider's information from JobLink for non-compliance.

For training providers who submit training program applications for approval as a WIA Eligible Training Provider (ETP), this assurance applies to the ETP operation of the WIA Title I-financially assisted program or activity, and to all agreements the ETP makes to carry out the WIA Title I financially-assisted program or activity. The undersigned understands that the United States has the right to seek judicial enforcement of this assurance.

For training programs approved for the WIA ETP list, the training provider further agrees to collect and provide the program performance and cost information required by WIA and the Governor's Council on Workforce Policy (GCWP), and to accept the Individual Training Account (ITA) payment method.

You must answer yes to continue, if you answer no you will be returned to the Login Page.

☐ Yes
☒ No

Submit

Click Submit to display the **Eligibility** page

Eligibility page displays. This page ask for information about postsecondary eligibility, licensing, apprenticeship programs, community based organizations, joint vocational schools proprietary school, degrees, certification, or licenses offered.

To complete this information, refer to the **Fields for [Provider]** table.

The screenshot shows a web application interface for the Arizona Workforce Connection. The header includes the Arizona Workforce Connection logo, the State of Arizona logo with the URL AZJobConnection.gov, and the AZ.GOV logo. A navigation bar contains links for Home, Feedback, Logout, and Printable Version. A sidebar on the left lists menu items: Approval Menu, Provider Menu, Provider Search, My Account, and Local Admin Entity. The main content area is titled "Eligibility - Arizona School of Integrative Studies" and "Type of Training Institutions". It contains three sections, each with a heading and a list of checkboxes for Public, Private, Non-Profit, and Sectarian options.

LOG OUT
Logged in as State Etpadmin. Not State?

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Home Feedback Logout Printable Version

Approval Menu
Provider Menu
Provider Search
My Account
Local Admin Entity

Eligibility - Arizona School of Integrative Studies

Type of Training Institutions

Complete the information regarding training provider eligibility by checking all applicable boxes below.

Postsecondary eligible to receive Title IV funds from Higher Education Act (HEA) and provides an associate degree, baccalaureate degree or certificate

- ☐ Public
- ☐ Private
- ☐ Non-Profit
- ☐ Sectarian

Postsecondary not providing an associate degree, baccalaureate degree or certificate

- ☐ Public
- ☐ Private
- ☐ Non-Profit
- ☐ Sectarian

Registered Apprenticeship program under National Apprenticeship Act

- ☐ Public
- ☐ Private
- ☐ Non-Profit
- ☐ Sectarian

Community Based Organization

- ☐ Public
- ☐ Private
- ☐ Non-Profit
- ☐ Sectarian

Joint Vocational School

- ☐ Public
- ☐ Private
- ☐ Non-Profit
- ☐ Sectarian

Proprietary School

- ☐ Public
- ☐ Private
- ☐ Non-Profit
- ☐ Sectarian

Other (identify below)

- ☐ Public
- ☐ Private
- ☐ Non-Profit
- ☐ Sectarian

Other Type(s) of Institution

If you checked 'Other' as the Institution type, describe the Institution below.

Other
(Please
specify
if
selected
above)

Additional Info

Please answer the following question.

Is your training/education institution authorized with your state to provide a program of education beyond secondary education?

- ☐ Yes
- ☒ No

Degrees Offered

Please answer the following questions concerning types of degrees offered by the institution.

Associate Degree

- ☐ Yes
☒ No

Baccalaureate Degree

- ☐ Yes
☒ No

Certificate

- ☐ Yes
☒ No

License

- ☐ Yes
☒ No

Competency of Skill Recognized by employer

- ☐ Yes
☒ No

Additional Skills or Competencies Generally Recognized by Employers

- ☐ Yes
☒ No

Other (please see below)

- ☐ Yes
☒ No

Other Type(s) of Degrees

Please describe other types of degrees that the institution offers.

Other
(Please
specify
if
selected
above)

Save/Continue

Clear Changes

Click on Save/Continue and you will display the **Debarment** page.

To complete the **Debarment** page, refer to the **Fields for Debarment** table. The **Debarment** questions are for any legal issues the institution may have currently or in the past.

The screenshot shows a web application interface for the State of Arizona. At the top, there is a header with the Arizona Workforce Connection logo, the State of Arizona logo, and the AZ.GOV logo. A navigation bar includes links for Home, Feedback, Logout, and Printable Version. On the left, a sidebar menu lists: Approval Menu, Provider Menu, Provider Search, My Account, and Local Admin Entity. The main content area is titled "Debarment - Arizona Institute of Tehcnology". Below this, the "Debarment Status" section asks the user to answer a question: "Is your training/education institution listed on any state or federal debarment lists?". There are two radio button options: "Yes" and "No", with "No" selected. Below this, a prompt states: "If yes, please indicate the name(s) and date(s) of your institution's debarment(s)". This is followed by three sets of input fields for the Name of Debarment List and Date of First Inclusion. At the bottom, there are three buttons: "Save/Continue", "Save/Return", and "Clear Changes". An arrow points to the "Save/Continue" button.

LOG OUT
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Approval Menu
Provider Menu
Provider Search
My Account
Local Admin Entity

Debarment - Arizona Institute of Tehcnology

Debarment Status

Please answer the following question.

Is your training/education institution listed on any state or federal debarment lists?

☐ Yes
☒ No

If yes, please indicate the name(s) and date(s) of your institution's debarment(s).

Name of First Debarment List

Date of First Inclusion

Name of Second Debarment List

Date of Second Inclusion

Name of Third Debarment List

Date of Third Inclusion

Save/Continue Save/Return Clear Changes

If there are no Debarment issues click on Save/Continue and you will display the **Institution Info** page.

Institution Info page displays. Providers enter information about their institution, licenses, accreditations (if applicable), tuition and financial aid programs, scholarships, grants, etc.

The screenshot shows the 'Institution Info' page for Phoenix PMI Institute. The page header includes the Arizona Workforce Connection logo, the State of Arizona AZJobConnection.gov logo, and the AZ.GOV logo. A navigation bar contains links for Home, Feedback, and Printable Version. A sidebar on the left lists 'Program Menu', 'Provider Update', and 'My Account'. The main content area is titled 'Institution Info - Phoenix PMI Institute' and contains a instruction: 'Complete the fields with your institution's approval, tuition and financial aid information and click the 'Save' button.' Below this is a section titled 'Approving Organization/Agency Approval'. It contains several form fields: 'Accredited:' with radio buttons for 'Yes' and 'No' (selected); 'Accredited by:' with a text input field; 'Approved:' with radio buttons for 'Yes' and 'No' (selected); 'Approved by:' with a text input field; 'Registered:' with radio buttons for 'Yes' (selected) and 'No'; and 'Registered with:' with a text input field containing 'State of Arizona'. At the bottom, there is a 'Licensed:' section with radio buttons for 'Yes' and 'No' (selected).

LOG OUT
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Program Menu
Provider Update
My Account

Institution Info - Phoenix PMI Institute

Complete the fields with your institution's approval, tuition and financial aid information and click the 'Save' button.

Approving Organization/Agency Approval

Accredited:

☐ Yes
☒ No

Accredited by:

Approved:

☐ Yes
☒ No

Approved by:

Registered:

☒ Yes
☐ No

Registered with:

Licensed:

☐ Yes
☒ No

Licensed by:

Tuition and Financial Aid

Does your institution have a tuition refund policy?

- ☒ Yes
☐ No

Does your institution have access to or offer the following financial aid?:

- ☒ Yes
☐ No

Federal Grants:

- ☒ Yes
☐ No

List:

State Grants:

- ☒ Yes
☐ No

List:

Local Grants:

- ☐ Yes
☒ No

List:

Scholarships:

- ☐ Yes
☒ No

List:

Fellowships:

☐ Yes

☒ No

List:

Training/Education Institution Grants:

☐ Yes

☒ No

List:

Save/Continue Clear Changes

LANGUAGES | SECTION 508 COMPLIANT | EEO | PRIVACY STATEMENT | PROTECT YOURSELF | BROWSER HELP

When completed, click on Save/Continue to display the **Program Description** page.

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Home Feedback Printable Version

Program Menu
Provider Update
My Account

Program Description - Phoenix PMI Institute

* Indicates a required field

Describe each individual program that the training provider would like to have certified.

WIA Approved: New program not yet approved

Do you wish to apply for WIA Approval?

☐ Yes

☒ No

☐ NA

* This individual program of training services is: (check all that apply)

- ☒ Single Course/Class
☐ Training Program of Multi-Courses
☐ Non-traditional for Women

* Program Name
or Single
Course/Class Title:

PMI Certification Course

* Program Synopsis:
(5000 character max.)

Course will prepare individual to pass the
PMI examination.

 [Check spelling](#)

Curriculum
Competency
Based:

N/A

Prerequisites:

4,500 hours of experience

* Total Credit/
Curriculum Hours:

40

Total Number of
Training Weeks:

6

* Training
Location:

Tempe, Arizona

* County

Mohave

* Zip Code

85234

-

0000

Program Length:

Other

* Type of
Attainment:

Certificate of Completion

* Type of Financial
Aid Offered:

Private Aid

Refund Policy:

Program Cost Items

Add to the Program description by completing the Program Costs listed below. When finished, click Save.

Program Cost Item	Cost/Description
-------------------	------------------

Use the CIP
and ONET
Lookups for
Occupations
Titles

In-State/District Tuition:	<input type="text" value="1025"/>
	<input type="text" value="per course"/>
Out-of-State/District Tuition:	<input type="text" value="2000"/>
	<input type="text"/>
Registration Fee:	<input type="text" value="100.00"/>
	<input type="text"/>
Books (Estimated):	<input type="text" value="0.00"/>
	<input type="text"/>
Supplies/Materials/Hand Tools (not included in tuition):	
	<input type="text" value="0.00"/>
	<input type="text"/>
Testing/Exam Fees:	<input type="text" value="500.00"/>
	<input type="text"/>
Graduation Fees:	<input type="text" value="50.00"/>
	<input type="text"/>
Other:	<input type="text" value="150.00"/>
	<input type="text" value="Processing Fee"/>

Curriculum

If Certified is checked 'yes', then Authorizing Entity must be entered.

Is the proposed curriculum currently certified by an accrediting agency or similar national standardization program? If yes, enter the name of the agency or authorizing entity.

Certified:

☐ Yes

☒ No

Authorizing Entity:

Occupations

Please provide the specific name of one or two occupations that this training program will prepare an individual to do. Include the minimum entry level wage for the occupation and indicate the certification, licensing and credentials by boards or other approval required prior to employment.

Program Type Title	Business/Managerial Economics.	
* Program Type	<input type="text" value="5206"/>	<input type="button" value="CIP Lookup"/>
* Occupation Title (O*Net-SOC)	<input type="text"/>	<input type="button" value="ONET Lookup"/>
Hourly Wage 1	<input type="text" value="0.00"/>	
Required Certification 1	<input type="text"/>	
Occupation Title (O*Net-SOC)	<input type="text"/>	<input type="button" value="ONET Lookup"/>
Hourly Wage 2	<input type="text" value="0.00"/>	
Required Certification 2	<input type="text"/>	

To utilize the **Classification of Instructional Program (CIP) Lookup** for your Program Type, click on the **CIP Lookup** panel and the page below will display.

Enter keyword(s) and click on Search.

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Program Menu
Provider Update
My Account

CIP Lookup

* Keywords

A list of programs will display for you to select from. Make a selection and click on **Choose Code**.

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Home Feedback Printable Version

Program Menu
Provider Update
My Account

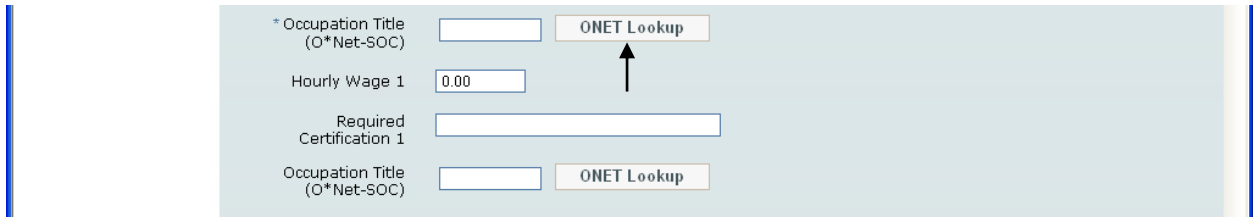
CIP Lookup

CIP Titles:

- Building/Construction Site Management/Manager.
- Business/Managerial Economics.
- Business/Managerial Economics.
- Food Service, Waiter/Waitress, and Dining Room Management/Manager.
- Health Unit Manager/Ward Supervisor.
- Restaurant, Culinary, and Catering Management/Manager.
- Salon/Beauty Salon Management/Manager.
- System, Networking, and LAN/WAN Management/Manager.

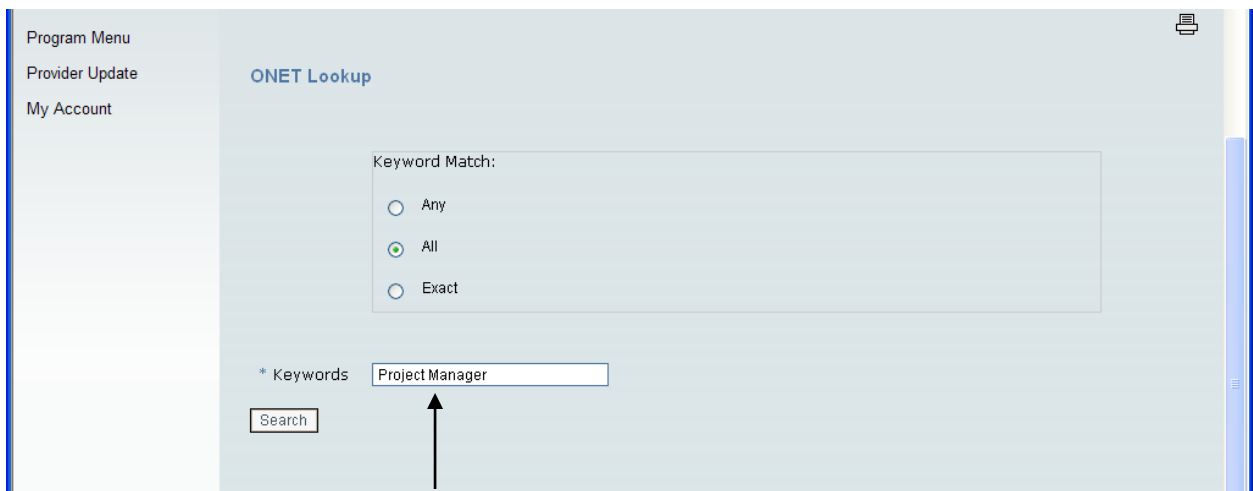
Your selection will populate the **Program Description CIP Lookup** field.

Next, click on the **ONET Lookup** panel to display the **ONET Lookup** title page.



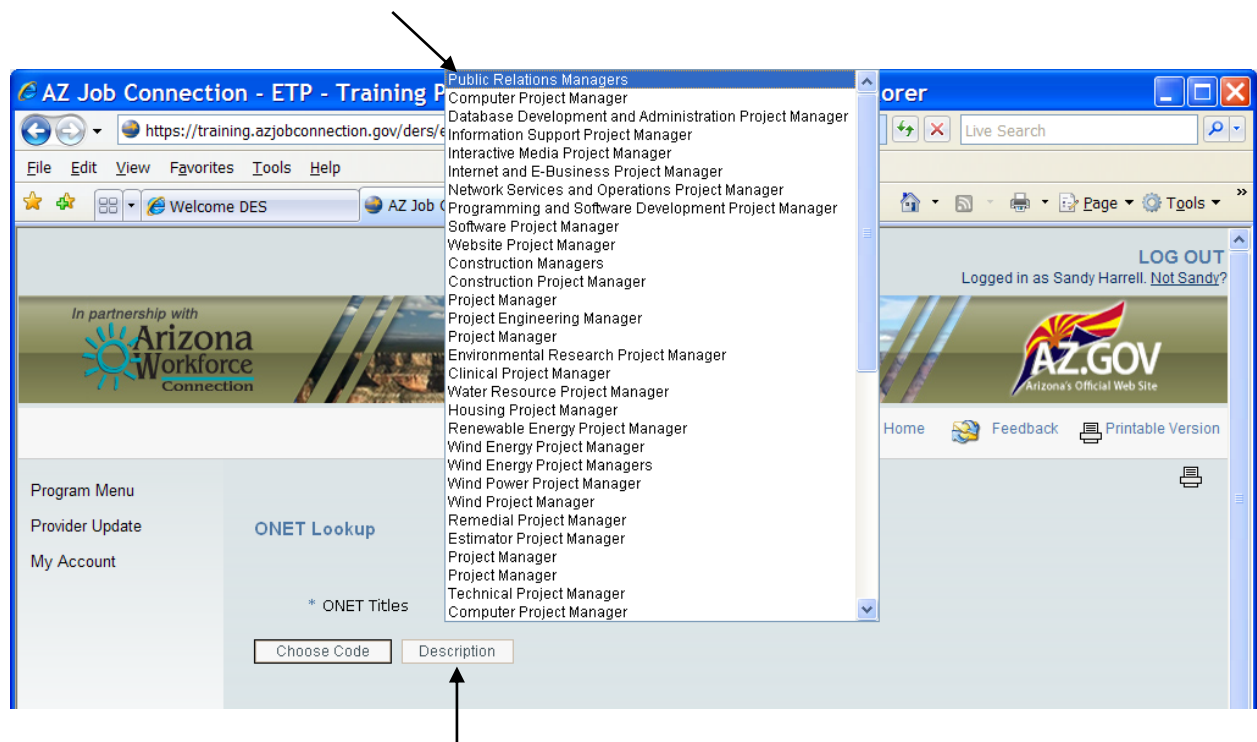
A screenshot of a web interface showing a form with four input fields: '* Occupation Title (O*Net-SOC)', 'Hourly Wage 1', 'Required Certification 1', and 'Occupation Title (O*Net-SOC)'. Each field has a corresponding 'ONET Lookup' button to its right. An arrow points to the 'ONET Lookup' button next to the first field.

Enter your keyword(s) to start your search and select the type of occupational match you want then click on Search.

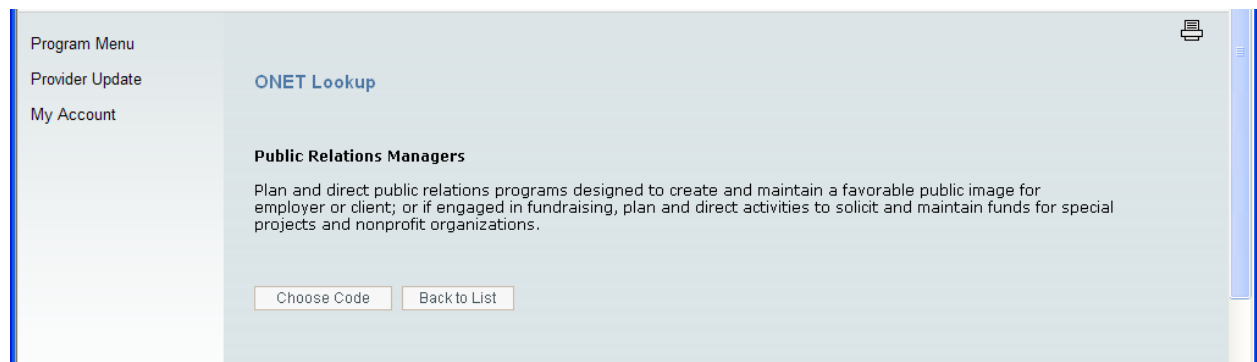


A screenshot of the 'ONET Lookup' page. On the left is a sidebar with 'Program Menu', 'Provider Update', and 'My Account'. The main area has a 'Keyword Match:' section with three radio buttons: 'Any', 'All' (selected), and 'Exact'. Below this is a '* Keywords' input field containing 'Project Manager' and a 'Search' button. An arrow points to the 'Search' button.

A list of ONET Lookup title will display for you to select from. Make a selection and click on **Choose Code**.

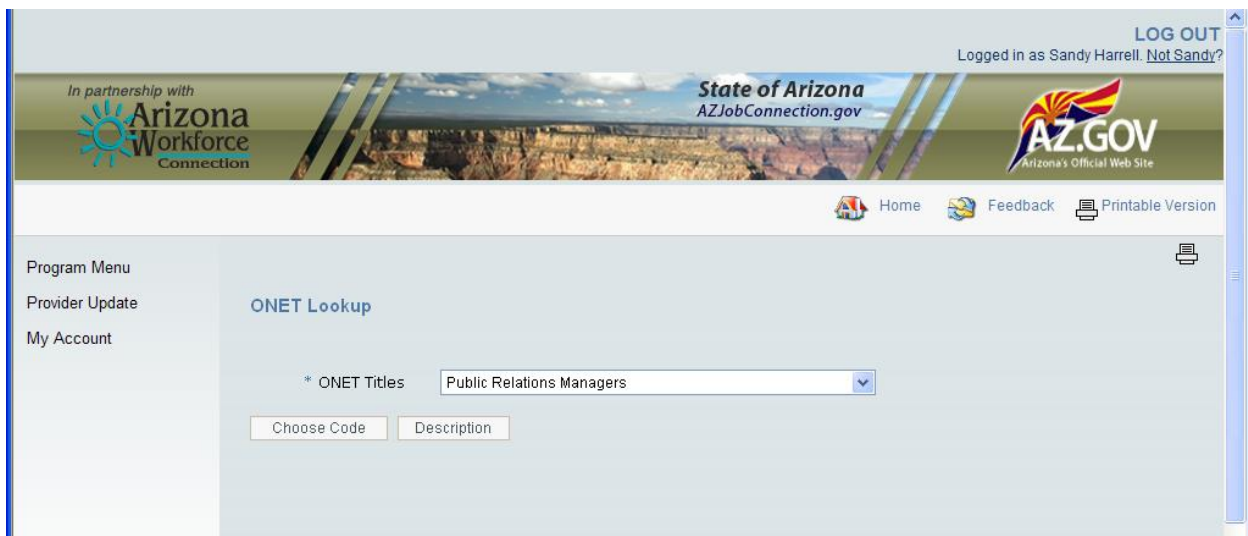


If you want to view a description of your selection before making a final selection, click on the Description button, then make your ONET selection.



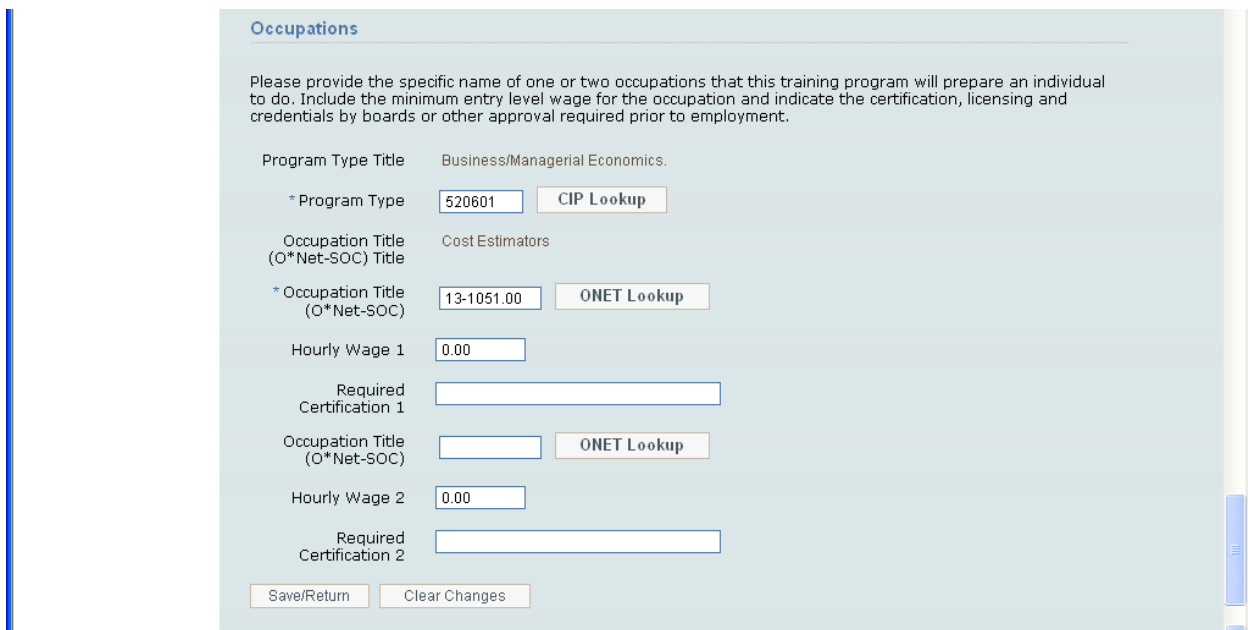
Make your selection and click on **Choose Code** to populate the **ONET** field on the **Program Description** page in the occupation area or select the **Back to List** to return to the **ONET Title** page.

Public Relations Manager is populated in the **ONET Title** area.



The screenshot shows the AZ Job Connection website interface. At the top, there is a header with the Arizona Workforce Connection logo, the State of Arizona logo, and the AZ.GOV logo. A user is logged in as Sandy Harrell. The main content area is titled "ONET Lookup". It features a dropdown menu for "ONET Titles" with "Public Relations Managers" selected. Below this are two buttons: "Choose Code" and "Description". A sidebar on the left contains links for "Program Menu", "Provider Update", and "My Account".

This is what a completed page looks like.



The screenshot shows the "Occupations" page. It contains a form with the following fields and values:

- Program Type Title: Business/Managerial Economics.
- * Program Type: 520601 (with a "CIP Lookup" button)
- Occupation Title (O*Net-SOC) Title: Cost Estimators
- * Occupation Title (O*Net-SOC): 13-1051.00 (with an "ONET Lookup" button)
- Hourly Wage 1: 0.00
- Required Certification 1: (empty field)
- Occupation Title (O*Net-SOC): (empty field) (with an "ONET Lookup" button)
- Hourly Wage 2: 0.00
- Required Certification 2: (empty field)

At the bottom of the form are two buttons: "Save/Return" and "Clear Changes".


Click on Save/Return to display the **Program Performance** page.

The Program Performance page is where providers document the overall student performance. DES is not tracking this information at this time. This is for informational purposes only.


LOG OUT

Logged in as Sandy Harrell. [Not Sandy?](#)

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Home

Feedback

Printable Version

Program Menu

Provider Update

My Account

Program Performance - Phoenix PMI Institute

Any program that is covered by the Higher Education Act (HEA) or is a registered apprenticeship program is not required to submit the following performance data information for initial eligibility. However, it is encouraged.

All programs must complete the following performance data to be considered for renewal (subsequent eligibility).

Any providers requiring assistance acquiring statistical performance information on program participants for the Employed and Average Wage measures may request assistance for UI wage matching. If interested in this assistance, please contact the Local Area contact for instructions.

Enter either raw numbers or percentages, not both.

PMI Certification Course

Program Performance For All Students

Begin Date	<input type="text" value="mm/dd/yyyy"/>
End Date	<input type="text" value="mm/dd/yyyy"/>
Number Participated	<input type="text"/>
Number Completed	<input type="text"/>
Completed Percent	0%
Number Employed After Leaving The Program	<input type="text"/>
Employed Percent	0%
Avg Hourly Wage At Placement:	<input type="text" value="0.00"/>

Do not enter the percentages if Completed and Employed values are entered.

Completed Percent	<input type="text"/>
Employed Percent	<input type="text"/>

WIA Participant Performance

To be filled in by Local Area Staff

Begin Date

End Date

Completed

Employed

Employed 0%

Percent

Employed > 6 Mo.

Employed 0%

> 6 Mo.

Percent

Avg Hourly Wage

> 6 Mo.:

0.00

Attained More Skills:

Attained 0%

More Skills

Percent:

Do not enter the percentages if Employed, Employed > 6 mo., and Attained More Skills values are entered.

Employed Percent

Employed > 6 Mo.

Percent

Attained More Skills Percent:

Save/Return

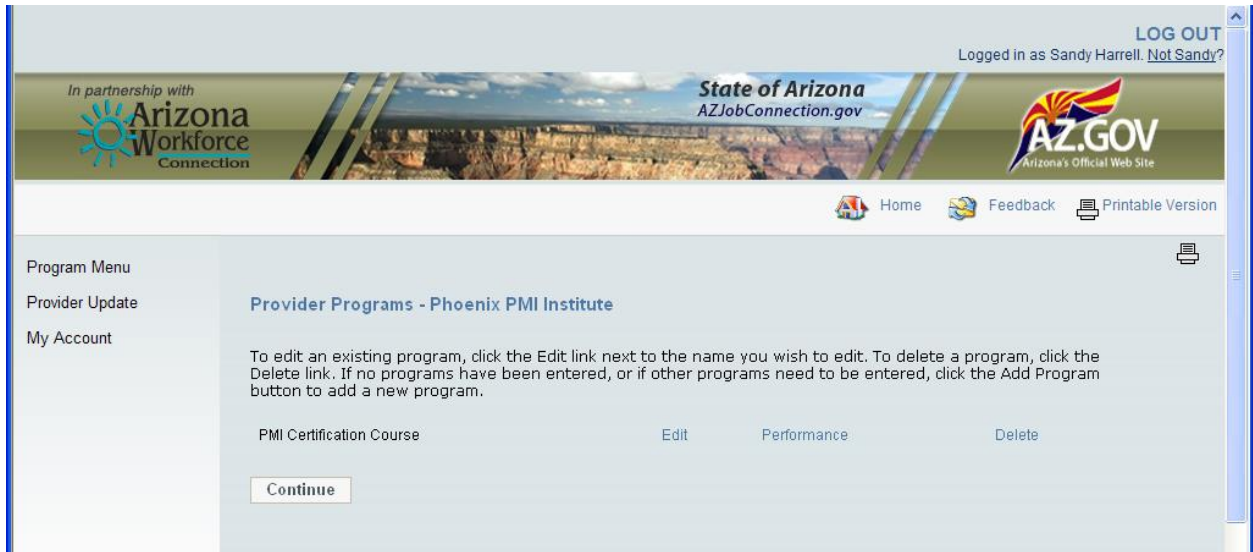
Return To List

Clear Changes

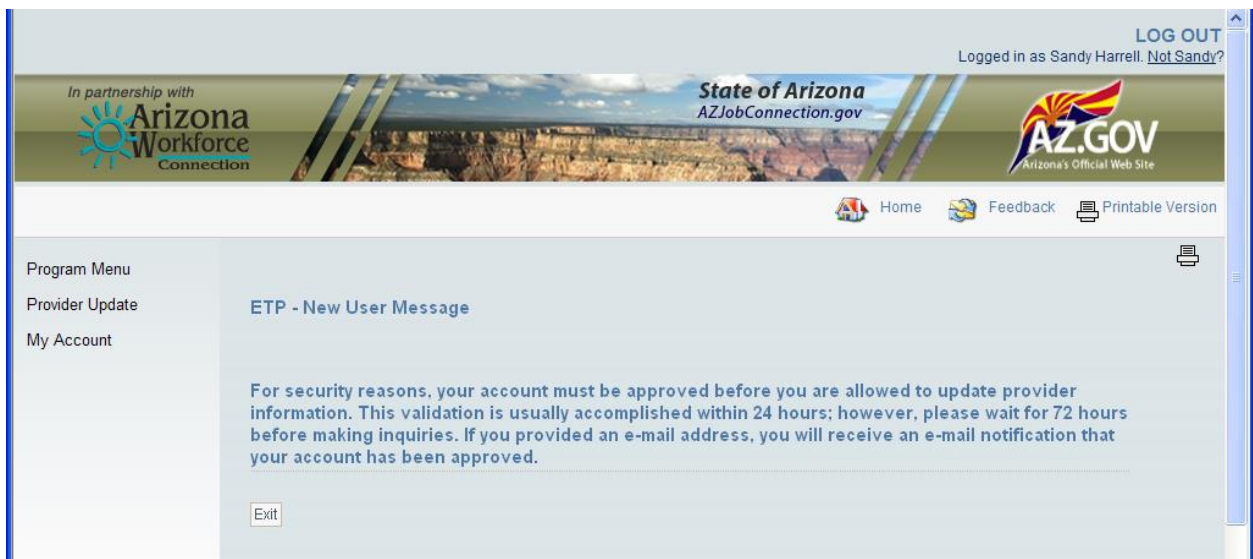
LANGUAGES | SECTION 508 COMPLIANT | EEO | PRIVACY STATEMENT | PROTECT YOURSELF | BROWSER HELP

Click on Save/Return and the **Provider Program** page will display.

Program Provider page. Providers can edit or delete their program information on this page. The Performance link takes you to the **Performance** page for that program, which DES does not support at this time.



Click on the Continue button and an **ETP New User Message** will display notifying the new provider that their account (and program) must be approved before they are allowed to update their provider information. An e-mail is sent to the e-mail address entered on the registration page once the account is approved.



Click on the **Exit** button and the **Provider Menu (Desktop)** page will display. At that point, providers cannot make any further additions to their account until it is approved.

The initial approval of a provider account is NOT approval for the WIA ETP List: it is approval for access to the system.

ELIGIBLE TRAINING PROVIDER

MY ACCOUNT



ELIGIBLE TRAINING PROVIDER – MY ACCOUNT

From the Control Panel Click on the **My Account** link to display the login page for training providers.

LOG OUT
Logged in as State Etpadmin. [Not State?](#)

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Home Feedback Logout Printable Version

Approval Menu
Provider Menu
Provider Search
My Account
Local Admin Entity

AZ Job Connection ETP State Administrator Approval Menu

Click on the links below to view or update Eligible Training Provider information. For Pending Programs/Users/Providers, an asterisk (*) before and after the link will denote the availability of records to be displayed.

* Pending Initial Providers * New providers that need to be reviewed by the State Administrator.	Approved Providers Providers that have been approved by the State Administrator.
* Pending Initial Programs * New programs under existing providers awaiting review by the State Administrator.	Approved Initial Programs Programs whose initial eligibility has been approved by the State Administrator.
No Pending Subsequent Programs Programs whose subsequent eligibility is due for approval.	Approved Subsequent Programs Programs that have had their subsequent eligibility approved by the State.
Eligibility Expiration Notifications Approved programs that are within 45 days of their subsequent eligibility renewal.	Approved Users Users that have been approved to use the ETP system.
* Pending New Users * New users awaiting approval to use the ETP system.	Denied Programs/Providers Programs or providers that did not meet criteria for approval. May be eligible for reapplication in 6 months.
Denied Users Users that have been denied access to the ETP system.	Removed Programs/Providers Programs or providers that no longer exist, have asked to be removed, or need to be removed for other reasons.
Provider Menu Menu containing Provider Search, General Information, Provider Details, Eligibility, Debarment, New Institution QA, and Program Details.	

LANGUAGES | SECTION 508 COMPLIANT | EEO | PRIVACY STATEMENT | PROTECT YOURSELF | BROWSER HELP

After a successful login, this is the first screen Training Providers will see.

Eligible Training Provider – My Account

Training Providers will use the **My Account** link in the control panel to register and update their name, phone number, and e-mail address in the ProviderLink user account.

If more than one person uses the ProviderLink account, they should use the name of the designated administrator or coordinator. When programs are reviewed and the status is changed, ProviderLink provides fields to document the name of the person who last approved, removed, or denied a program, and the date the change was made. This name can be different than the name displayed on the My Account page. Training Providers can also create an e-mail account from this page.

Notice the Save/Continue button at the bottom of the page, information can be entered so do not use the back arrow/button.

When you click on the Save/Continue button you will flow to the **Provider Menu** page.

If provider information is need quickly, LWIAs can view that information from this page.

The first page that will display is the **AZ Job Connection ETP State Administrator Approval Menu**. This screen is always the first screen you will see after a successful login. This is your **Home Page**.

You will also see a different **Control Panel** that displays new menu listings:

- Approval Menu
- Provider Menu
- Provider Search
- My Account
- **Local Admin Entity**

We will come back to this page after viewing **Local Administrative Entity and My Account** where we see how the data gets into these different links/panels.

Provider Menu page where provider will enter and update their contact information.

LOG OUT
Logged in as State Etpadmin. [Not State?](#)

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Eligible Training Provider - My Account

You may change your contact name, phone number and e-mail address.
Email will be sent to this address whenever selected changes are made to provider information.

* indicates a required field

* First Name

* Last Name

Middle Initial

Phone Number: Ext.

Email Address:

If you do not have an e-mail account, click the following link for a list of [free Internet e-mail providers](#)

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Done Internet 100%

Training Provider Registration - **New User Registration** page is displayed. Training providers will create a Username, Password, enter their primary contact information, and enter basic account information at this point. Providers can also search for an existing account.

The screenshot shows the 'New User Registration' page on the AZ.GOV website. The page header includes the Arizona Workforce Connection logo, the State of Arizona logo, and the AZ.GOV logo. A navigation bar at the top right contains links for Home, Feedback, and Printable Version. A left sidebar lists various site functions like Home, Find a Job, Find Employees, Resources, Contact, FAQ/Help, and Job Fairs. The main content area is titled 'New User Registration' and includes a breadcrumb trail: Home >> Resources >> Training Providers >> Training Provider Registration. A note indicates that an asterisk (*) denotes a required field. A security disclaimer states that account approval is required before updating provider information. The registration form consists of several sections: 1. Username and Password fields with instructions on password strength (8-20 characters, including special characters). 2. A radio button selection for 'Add new provider or search for existing provider', with 'New' selected. 3. Contact Information fields for First Name (Lucy), Middle Initial (A), Last Name (Lui), Phone Number (480-555-6358), and Email Address (LLui@yahoo.com). 4. A 'Submit' button and a 'Clear' button. A black arrow points to the 'Submit' button. The footer contains links for Languages, Section 508 Compliant, EEO, Privacy Statement, Protect Yourself, and Browser Help.

LOG IN

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Arizona's Official Web Site

Home Feedback Printable Version

Home >> Resources >> Training Providers >> Training Provider Registration

New User Registration

* indicates a required field

For security reasons, your account must be approved before you are allowed to update provider information. This validation is usually accomplished within 24 hours; however, please wait for 72 hours before making inquiries. If you provided an e-mail address, you will receive an e-mail notification that your account has been approved.

Please enter a Username and Password
Job Link requires users to create strong passwords by using a combination of letters, number and the following special characters !@#\$%^&*()+={};:~/?/.,\~-

* Username (6 to 10 characters) @theroxyl

* Password (8 to 20 characters)

* Repeat Password

You must be associated with a training provider. Will you be adding a new provider or do you want to search for an existing provider?

* Add new provider or search for existing provider?

☒ New

☐ Existing

Contact Information:

* First Name Lucy

Middle Initial A

* Last Name Lui

Phone Number: 480-555-6358 Ext. *

Email Address: LLui@yahoo.com

Submit Clear

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After completing this page, providers click on the submit button.

Providers go to the **Training Provider Details – Add New Provider** page to complete the registration process.

The screenshot shows a web browser window displaying the 'Training Provider Details - Add New Provider' page. The page header includes the Arizona Workforce Connection logo, the State of Arizona logo with 'AZJobConnection.gov', and the AZ.GOV logo. A navigation bar contains links for Home, Feedback, and Printable Version, along with a 'LOG IN' button. A left sidebar menu lists 'Program Menu', 'Provider Update', and 'My Account'. The main content area is titled 'Training Provider Details - Add New Provider' and contains the instruction 'Enter basic information for the training provider.' Below this, a list of fields for data entry is provided, with asterisks indicating required fields. The fields include: Training/Education Institution Name, Training/Education Institution Address, Training/Education Institution City, Training State/Education Institution State (a dropdown menu showing 'AZ'), Training/Education Institution Zip Code (split into two boxes: '00000' and '0000'), Training/Education Institution County (a dropdown menu), Training/Education Institution Telephone Number (split into '000-000-0000', 'Ext.', and a box with an asterisk), Training/Education Institution Fax Number, General Email Address, Web Site Address, Web Site Link, FEIN, Training Agent ID, Vendor ID, Contact Person, and Contact Address.

LOG IN

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Home Feedback Printable Version

Program Menu
Provider Update
My Account

Training Provider Details - Add New Provider

Enter basic information for the training provider.

* indicates a required field

* Training/Education Institution Name

* Training/Education Institution Address

* Training/Education Institution City

* Training State/Education Institution State

Training/Education Institution Zip Code

* Training/Education Institution County

Training/Education Institution Telephone Number

Training/Education Institution Fax Number

General Email Address

Web Site Address

Web Site Link

* FEIN

Training Agent ID

Vendor ID

* Contact Person

* Contact Address

* Contact City

* Contact State

* Contact Zip Code -

* Contact Telephone Number Ext.

Contact Fax Number

Contact Email Address

* Institution/Organization Type

Approved WIA Youth Services Provider

No

If you do not have an e-mail account, click the following link for a list of [free Internet e-mail providers](#)

Provider Clicks on Save/Continue and displays the **Provider Menu**.

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[Home](#)
[Feedback](#)
[Logout](#)
[Printable Version](#)

Approval Menu

Provider Menu

Provider Search

My Account

Local Admin Entity

Provider Menu - Clark County Community College

Click on the links below to view and/or update the Eligible Training Provider sections. Some sections require that a Provider must first be selected from the Provider Search.

Provider Update

Add/update provider information.

Approval Menu

Menu containing Pending New Programs, Approved New Programs, Pending Program Renewals, Subsequent Pending Programs, and Subsequent Approved Programs.

Add Provider

Add a new provider.

Programs

Program information.

Local Area Account

Local Area Account update.

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The Provider Menu takes the provider through the same process we reviewed earlier.

Clicking on **Provider Menu** takes you to the **Training Provider Search** Page.

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Training Provider Search

Please enter your search criteria in the fields below.

To search for a specific training provider or list of training providers, complete any of the search criteria fields listed below. Click the 'Search For Provider' button when finished.

Provider ID

Program Type

Provider Name Contains

Provider Name Starts With:

Provider Type

Location

Provider Name Starts With:

Provider Type

Location

Zip Code Begins With

County

Local Area

Program Name Contains

Approved Programs

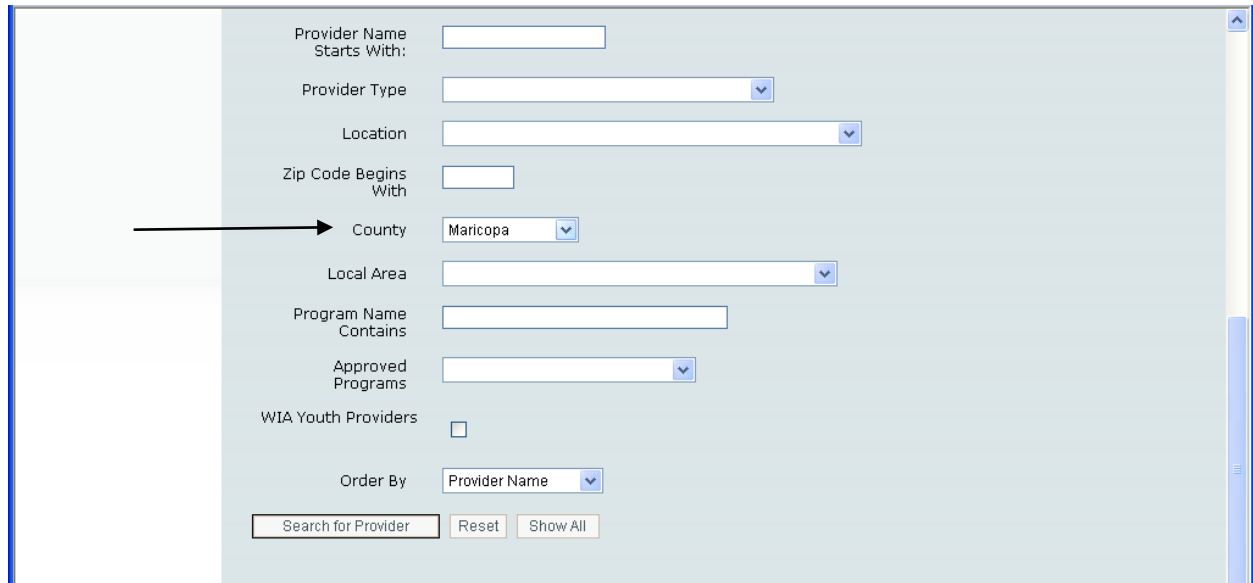
WIA Youth Providers ☐

Order By

Search for Provider Reset Show All

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Select provider information:



The screenshot shows a web-based search form for providers. The form is set against a light blue background and includes several input fields and dropdown menus. A black arrow points to the 'County' dropdown menu, which is currently set to 'Maricopa'. The form includes the following fields: 'Provider Name Starts With:' (text input), 'Provider Type' (dropdown), 'Location' (dropdown), 'Zip Code Begins With' (text input), 'County' (dropdown, highlighted with an arrow), 'Local Area' (dropdown), 'Program Name Contains' (text input), 'Approved Programs' (dropdown), 'WIA Youth Providers' (checkbox), 'Order By' (dropdown set to 'Provider Name'), and a 'Search for Provider' button. There are also 'Reset' and 'Show All' buttons at the bottom.

Provider Name Starts With:	<input type="text"/>
Provider Type	<input type="text"/>
Location	<input type="text"/>
Zip Code Begins With	<input type="text"/>
County	Maricopa
Local Area	<input type="text"/>
Program Name Contains	<input type="text"/>
Approved Programs	<input type="text"/>
WIA Youth Providers	<input type="checkbox"/>
Order By	Provider Name
<input type="button" value="Search for Provider"/> <input type="button" value="Reset"/> <input type="button" value="Show All"/>	

Click on Search for Provider. This takes you to a list of providers:

List of training provider in Maricopa County.

AZ Job Connection - ETP - Training Provider Search Results - Windows Internet Explorer

https://training.azjobconnection.gov/ders/ea/wcmrs/etp/etp_searchresults_dsp.cfm?orderby=nar

File Edit View Favorites Tools Help

AZ Job Connection - ETP - Training Provider ...

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Training Providers

A complete listing of training providers is listed below. You may view details for a provider by clicking a provider name. You may click on the Provider Name, County, Area, City, Zip Code, or Last Updated headings to sort the providers in the selected order.

Provider Name	County	Area	City	Zip Code	Last Updated
(ACTI) Adult Caregiver Training Institute	Maricopa	7	Glendale	85307	12/04/11
ABC Test Provider	Maricopa	7	Scottsdale	85258	12/04/11
Academy of Nail Technology/Samuel Solutions Inc	Maricopa	7	Phoenix	85028	12/04/11
Accord Health Care Institute	Maricopa	7	Phoenix	85019	12/04/11
Advanced Coding Services	Maricopa	7	Phoenix	85016	12/04/11
All American Barber School	Maricopa	7	Glendale	85301	12/04/11
Altair Dental Assisting Academy, LLC	Maricopa	7	Glendale	85308	12/04/11

Done Internet 100%

The **Approval Menu** link is the **Local Area Approval Menu**.

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Approval Menu
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AZ Job Connection ETP Local Area Approval Menu

Click on the links below to approve programs.
For Pending Programs, an asterisk (*) before and after the link will denote the availability of records to be displayed.

<p>* Pending Initial Programs *</p> <p>New programs under existing providers to be reviewed by the Local Area.</p>	<p>No Pending Subsequent Programs</p> <p>Programs whose subsequent eligibility is due for review.</p>
<p>No Eligibility Expiration Notifications</p> <p>Approved programs that are within 45 days of their subsequent eligibility renewal.</p>	<p>Approved Initial Programs</p> <p>Programs whose initial eligibility has been approved by the Local Area.</p>

The **Add Provider** is the process for adding new providers and programs.

The screenshot shows a web application interface for the State of Arizona's AZ Job Connection. The header includes the Arizona Workforce Connection logo, the State of Arizona logo with the URL AZJobConnection.gov, and the AZ.GOV logo. A user is logged in as Rudy Barcelo. The navigation bar contains links for Home, Feedback, Logout, and Printable Version. A left sidebar lists menu items: Approval Menu, Provider Menu, Provider Search, My Account, and Local Admin Entity. The main content area is titled 'Training Provider Details - Add New Provider' and contains the instruction 'Enter basic information for the training provider.' Below this, there are four required fields marked with an asterisk: 'Training/Education Institution Name', 'Training/Education Institution Address', 'Training/Education Institution City', and 'Training State/Education Institution State'. The state dropdown menu is currently set to 'AZ'.

LOG OUT
Logged in as Rudy Barcelo. [Not Rudy?](#)

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Training Provider Details - Add New Provider

Enter basic information for the training provider.

* indicates a required field

* Training/Education Institution Name

* Training/Education Institution Address

* Training/Education Institution City

* Training State/Education Institution State

Programs list program information.

Page will not display.

Local Area Account displays the **Eligible Training Provider Approver** information.

LOG OUT
Logged in as Rudy Barcelo. [Not Rudy?](#)

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Approval Menu
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Eligible Training Provider - My Account

You may change your contact name, phone number and e-mail address.
Email will be sent to this address whenever selected changes are made to provider information.

* indicates a required field

* First Name

* Last Name

Middle Initial

Phone Number: Ext.

Email Address:

If you do not have an e-mail account, click the following link for a list of [free Internet e-mail providers](#)

[LANGUAGES](#) | [SECTION 508 COMPLIANT](#) | [EEO](#) | [PRIVACY STATEMENT](#) | [PROTECT YOURSELF](#) | [BROWSER HELP](#)

PRACTICE SESSIONS



PRACTICE SESSION

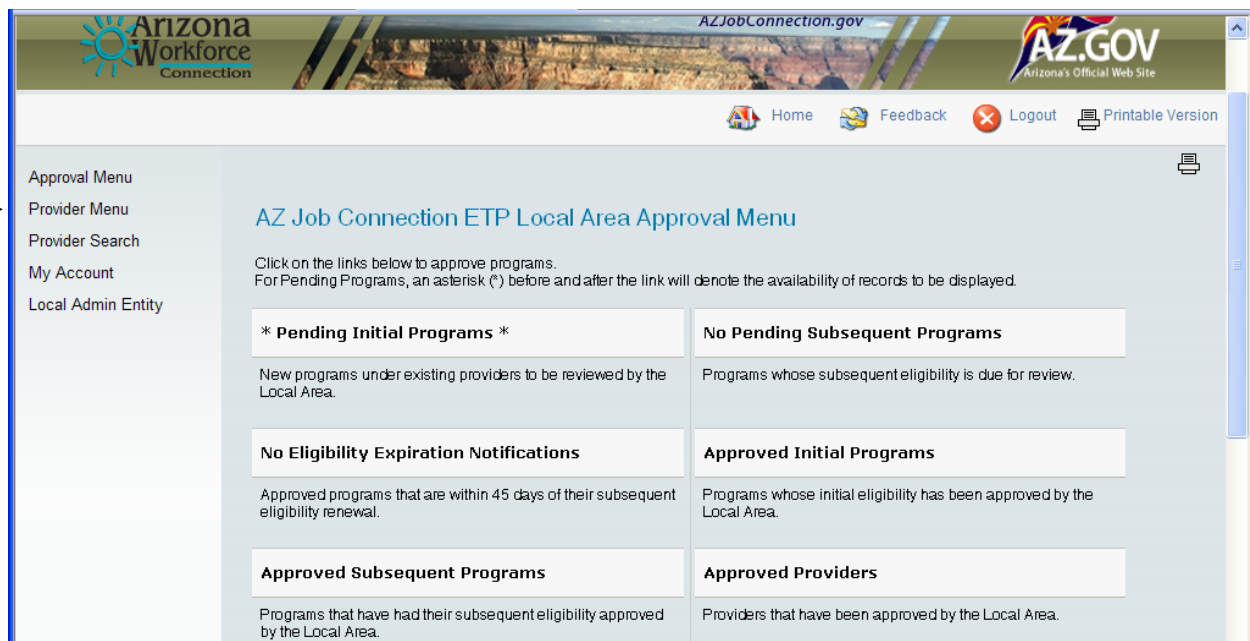
Now we will practice:

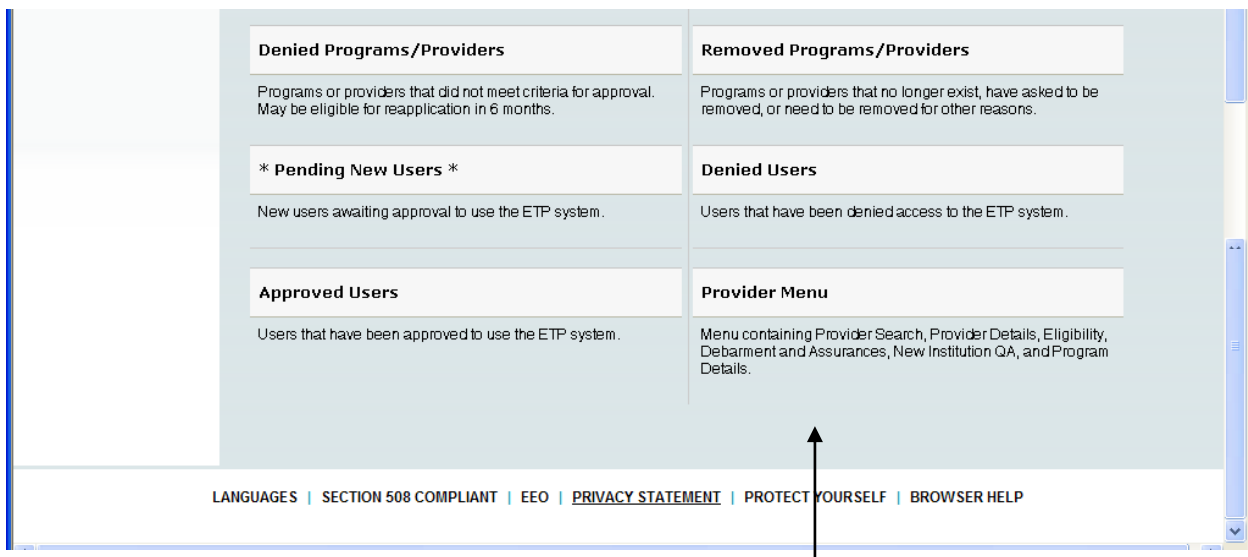
- Navigating through the screens
- Creating a new provider account
- Adding a program
- Approving a provider at the local area level
- Denying a provider at the local area level
- Approving a program at the local area level
- Denying a program at the local area level

Start the process by returning to the **Home/Presentation Page** and logging in as a provider:

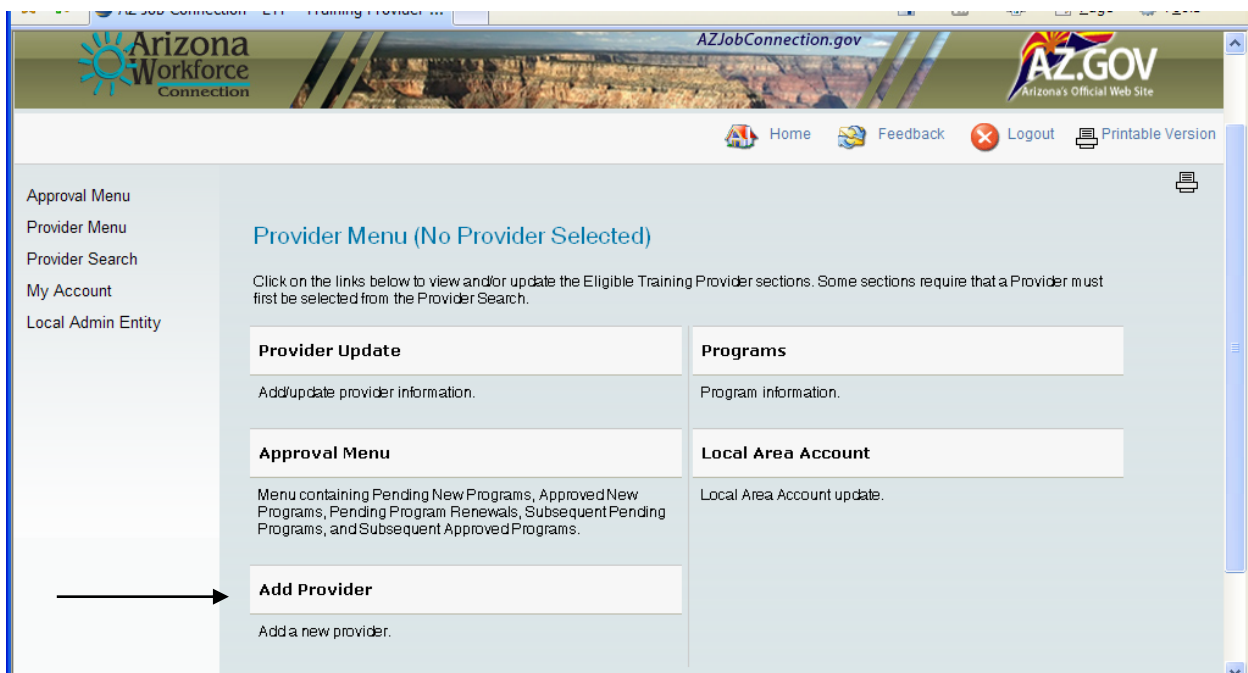
ADD PROVIDER AND A PROGRAM:

Navigate to the **Provider Menu** using the Provider Menu link on the control panel or on the Approval Menu.





Click **Add Provider**. Complete each page, following the instructions below and using the tables to explain each field (as needed): Fields for Training Provider Detail;



1. On the Approval Menu, click the Provider Menu link, or click Provider Menu in the control panel. The Provider Menu displays.
2. Click the Add Provider link. The Training Provider Details page displays.
3. Enter provider information according to the instructions in **Fields for Training Provider**

Details and click the Save/Continue button. The Eligibility page displays.

4. Enter the eligibility information according to the instructions in **Field for [Provider] Eligibility** and click the Save/Continue button. The Debarment page displays.
5. Enter the debarment information according to the instructions in **Fields for Debarment** and click the Save/Continue button. The Institution Info page displays.
6. Enter the institution information according to the instructions in **Fields for Institution Info** and click the Save/Continue button. The Training Provider record is complete. The Programs page displays.
7. After adding, the provider displays in the state administrator's Pending Initial Provider queue. After review and approval, the provider is then approved to display in AJL as a training provider. Emphasize: The provider is not a WIA-approved provider until at least one of the provider's programs is approved by the local area and by the state.
 - a. After the provider is approved by the state administrator, any programs entered then display to the local area coordinator in the Pending Initial Programs queue.
 - b. The programs do not display in the local area coordinator's Pending Initial Programs queue until the provider has been approved to display in AJL by the state administrator.
 - c. The programs do not display in the state administrator's Pending Initial Programs queue until they have been approved by the local area coordinator.

APPROVE OR DENY PENDING PROGRAMS

When programs are pending local area review, they display in the **Pending Initial Programs** queues on the Approval Menu.

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AZ Job Connection ETP Local Area Approval Menu

Click on the links below to approve programs.
For Pending Programs, an asterisk (*) before and after the link will denote the availability of records to be displayed.

* Pending Initial Programs * New programs under existing providers to be reviewed by the Local Area.	No Pending Subsequent Programs Programs whose subsequent eligibility is due for review.
No Eligibility Expiration Notifications Approved programs that are within 45 days of their subsequent eligibility renewal.	Approved Initial Programs Programs whose initial eligibility has been approved by the Local Area.
Approved Subsequent Programs Programs that have had their subsequent eligibility approved by the Local Area.	Approved Providers Providers that have been approved by the Local Area.
Denied Programs/Providers Programs or providers that did not meet criteria for approval. May be eligible for reapplication in 6 months.	Removed Programs/Providers Programs or providers that no longer exist, have asked to be removed, or need to be removed for other reasons.
* Pending New Users * New users awaiting approval to use the ETP system.	Denied Users Users that have been denied access to the ETP system.
Approved Users Users that have been approved to use the ETP system.	Provider Menu Menu containing Provider Search, Provider Details, Eligibility, Debarment and Assurances, New Institution QA, and Program Details.

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Click the appropriate link on the **Approval Menu** to access the programs in the queue, either **Pending Initial Programs** or **Pending Subsequent Programs**.

Programs display to local areas first.

Following local area review, they then display to the state administrator.

The **Performance** page will display during the approval process. If **Performance** is required, you cannot proceed without adding performance. If **Performance** is not required, you can proceed without filling out any of the fields on the Performance page. Whether or not performance data is required is a setting in AJC. Each state can determine the setting.

PENDING PROGRAM REVIEW AND APPROVAL OR DENIAL

Return to the AZ Job Connect ETP Local Administrator Approval Menu page or Home Page.

Click on the Pending Initial Programs link.

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[Home](#) | [Feedback](#) | [Logout](#) | [Printable Version](#)

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AZ Job Connection ETP Local Area Approval Menu

Click on the links below to approve programs.
For Pending Programs, an asterisk (*) before and after the link will denote the availability of records to be displayed.

* Pending Initial Programs * New programs under existing providers to be reviewed by the Local Area.	No Pending Subsequent Programs Programs whose subsequent eligibility is due for review.
No Eligibility Expiration Notifications Approved programs that are within 45 days of their subsequent eligibility renewal.	Approved Initial Programs Programs whose initial eligibility has been approved by the Local Area.
Approved Subsequent Programs Programs that have had their subsequent eligibility approved by the Local Area.	Approved Providers Providers that have been approved by the Local Area.
Denied Programs/Providers Programs or providers that did not meet criteria for approval. May be eligible for reapplication in 6 months.	Removed Programs/Providers Programs or providers that no longer exist, have asked to be removed, or need to be removed for other reasons.
* Pending New Users * New users awaiting approval to use the ETP system.	Denied Users Users that have been denied access to the ETP system.
Approved Users Users that have been approved to use the ETP system.	Provider Menu Menu containing Provider Search, Provider Details, Eligibility, Debarment and Assurances, New Institution QA, and Program Details.

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Click on a program listed under the Program Name.

LOG OUT
Logged in as State Etpadmin. Not State?

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Pending Initial Programs (1 to 3 of 3)

This is a list of new programs that have been approved by a local area.
Click on the Program Name to view and approve the program.

Provider Name	Program Name	L/A Date
Clark County Community College	Accounting Clerk	01/11/2011
Master Chef Institute	Sous Chef	01/02/2012
West Tech School	Technology	01/21/2011

Provider Menu Approval Menu

Review and approve a program according to the instructions below. Return to the Pending Initial Programs list, on the Home Page.

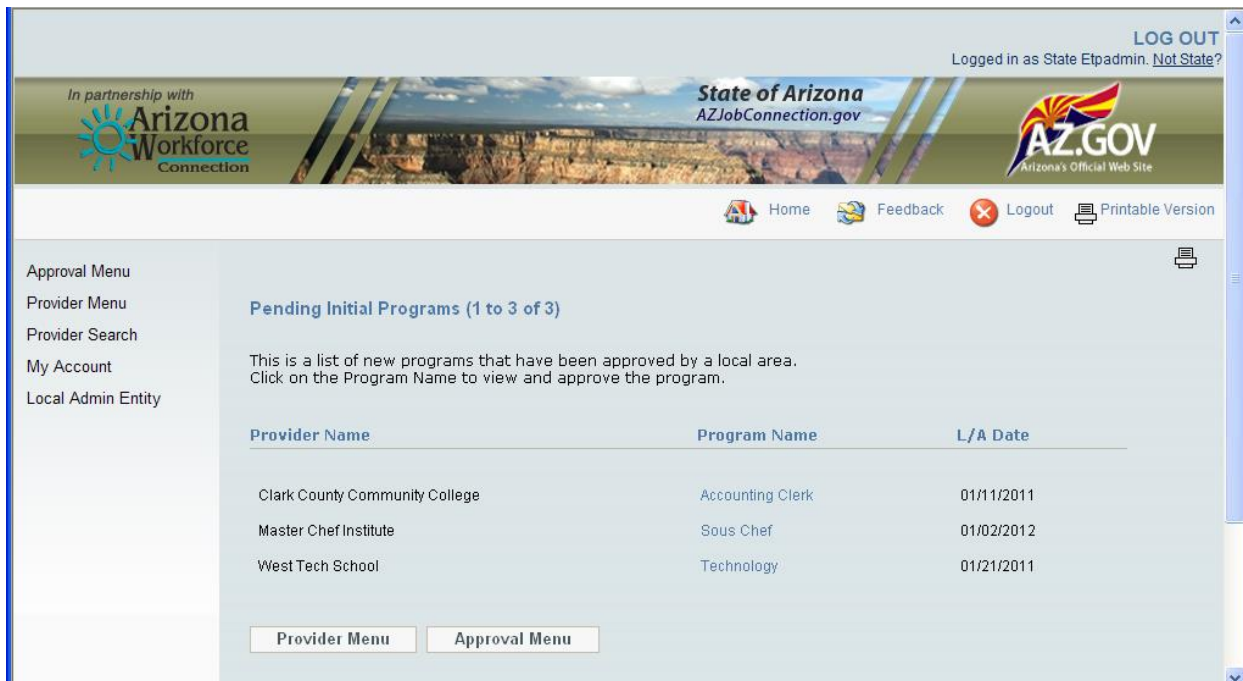
Review and deny a program. Repeat the review/approve and review/deny process with a Pending Subsequent Program.>



If a program is denied, time limitations for re-application apply. Make sure that denial is the correct action before clicking the Deny button. For example, if information is missing from the record, the training provider can be contacted to determine if additional information is available, depending on state policy and procedure. In this case, click the Return to List button to keep the provider in the pending queue. If the provider is denied at this point, any programs added will be set to Non-WIA. If the provider is denied by mistake, the status of the provider and the status of all programs must be reset to re-initiate the initial approval process.

The following example is for **Pending Initial Programs**. The navigation for Pending Subsequent Programs is the same as for Pending Initial Programs.

1. From the Home Page, Click the Pending Initial Programs link on the Approval Menu. The Pending Initial Programs page displays.
 - a. The Pending Initial Programs page has two columns: Program Name and Provider Name.
2. Click a link in the Program Name column. The Program Description page displays. Review the information. Click the Save/Return button. The Program Performance page displays.
 - a. Performance may not be required for initial eligibility.
 - b. Performance may not be required for subsequent eligibility depending on state policy and procedure.



The screenshot displays the 'Pending Initial Programs' page on the AZJobConnection.gov website. The page header includes the Arizona Workforce Connection logo, the State of Arizona logo, and the AZ.GOV logo. A navigation bar at the top right contains links for Home, Feedback, Logout, and Printable Version. A sidebar on the left lists the Approval Menu, Provider Menu, Provider Search, My Account, and Local Admin Entity. The main content area is titled 'Pending Initial Programs (1 to 3 of 3)' and contains a message: 'This is a list of new programs that have been approved by a local area. Click on the Program Name to view and approve the program.' Below this message is a table with three columns: Provider Name, Program Name, and L/A Date. The table lists three programs: Accounting Clerk (Clark County Community College, 01/11/2011), Sous Chef (Master Chef Institute, 01/02/2012), and Technology (West Tech School, 01/21/2011). At the bottom of the page, there are two buttons: Provider Menu and Approval Menu.

Provider Name	Program Name	L/A Date
Clark County Community College	Accounting Clerk	01/11/2011
Master Chef Institute	Sous Chef	01/02/2012
West Tech School	Technology	01/21/2011

3. Review the information on the Program Performance page. Click the Save/Continue button. The Local Area Status Review page displays.
 - a. To return without approving or denying the program, click the Return to List button. The program will remain in the Pending Initial Programs queue.
4. This page has two sections: Local WIB/Administrative Entity (display only) and Local Review.
 - a. The default for Status is Non-WIA. To approve, deny, or remove the program, select the appropriate status.
 - b. Emphasize: Be very careful not to skip this field. If the default Non-WIA is saved, the entire approval process is negated and begins again from scratch.
 - c. Enter comments and notes in the comments box. Recommend adding comments for every status update.
5. Emphasize: The ETP List is a statewide list. Although local areas have the responsibility to determine training policies, programs should not be denied if they do not meet the local area policy but otherwise meet all eligibility requirements. Local areas are not required to use programs on the statewide ETP List if the program does not meet local area training policy.
 - a. Enter your name in the Name of Local ETP Official field. This is the name of the person who is updating the status.
 - b. Enter your title in the Title of Local ETP Official field. This is the title of the person who is updating the status.

Point out that the Local Area Official may be different but the system keeps track of who does the review/approval.
 - c. Enter the Status Change Date in the mm/dd/yyyy format.
 - d. Click Save/Continue, the Pending Initial Programs page (queue) displays.

Pending Initial Programs (1 to 2 of 2)

Pending Initial Programs For Local Area 7

This is a list of initial programs that have not been approved.
Click on the **Program Name** link to view and approve the program.

Provider Name	Program Name
Clark County Community College	Accounting Clerk
IT College	Machinist

[Provider Menu](#) [Approval Menu](#)

Local Area Status page. Local Areas review and approve or deny provides on this page.

Local Area Status Review - Clark County Community College

Enter Status Review Information For
Accounting Clerk

* indicates a required field

Local Workforce Investment Board / Administrative Entity

Local WIB Number:	7
Board Name:	Maricopa LWIA Admin Office
Administrator Name:	Contact Name
Address:	1212 N. Fake St.
City:	Phoenix
State:	AZ
Zip Code:	85007
County:	4013
Telephone Number:	602-555-1212
Fax Number:	602-555-1213
E-mail Address:	fake@fakelwia.gov
Web Site Address:	

Local Review

* Status:

☐ Approve

☐ Deny

☐ Remove

☒ Non-WIA

Comments:
(1000 character max.)

ABC [Check spelling](#)

Name of Local ETP Official:

Title of Local ETP Official:

Status Change Date:

mm/dd/yyyy

Save/Continue

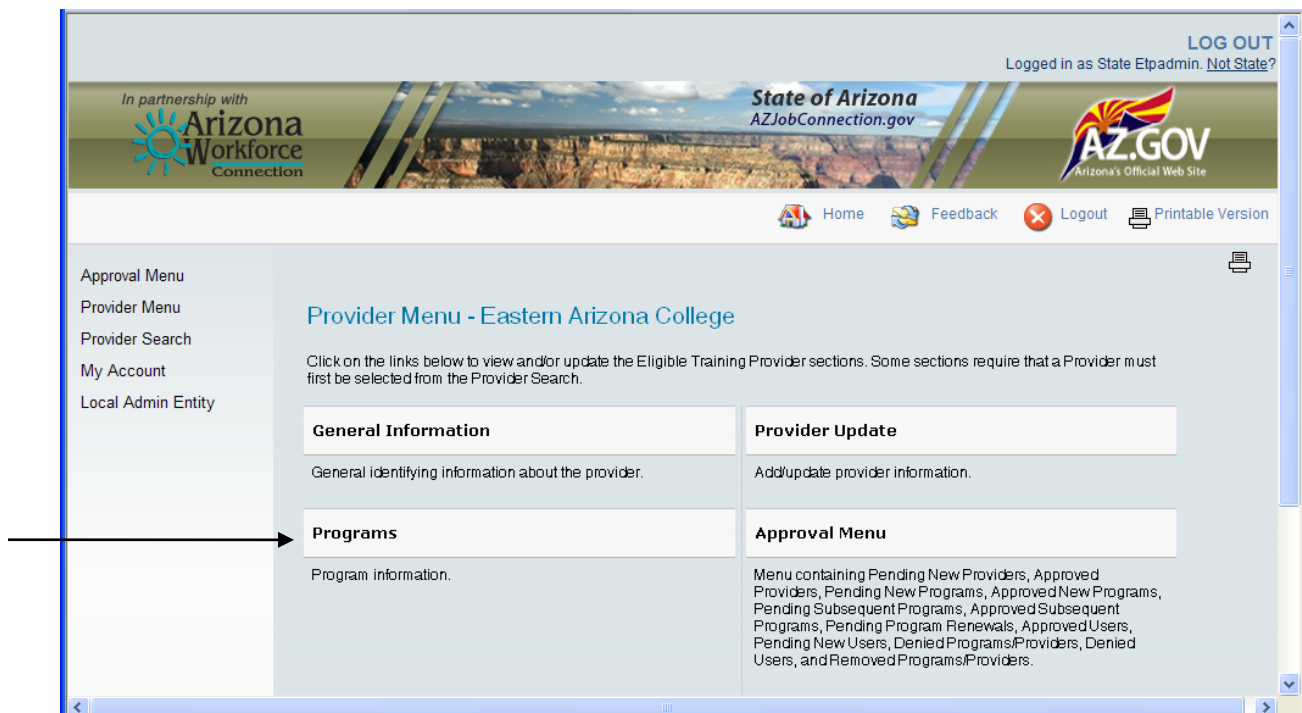
Return to List

Clear Changes

From the Approval Menu, Click the **Provider Menu** link in the Control panel.

The Provider Menu with provider context will display.

Click the **Programs** link on the Provider Menu to display the **Provider Programs** page. Each program displays with the following links: Edit, Performance, Delete, and No.



Provider Programs page.

The screenshot shows the 'Provider Programs - Eastern Arizona College' page. At the top, there is a banner with the Arizona Workforce Connection logo, the State of Arizona logo, and the AZ.GOV logo. Below the banner, there is a navigation bar with links for Home, Feedback, Logout, and Printable Version. On the left side, there is a sidebar menu with links for Approval Menu, Provider Menu, Provider Search, My Account, and Local Admin Entity. The main content area displays the title 'Provider Programs - Eastern Arizona College' and a paragraph of instructions: 'Click on the Add Program button below to add a new training program. To edit an existing program, click the Edit link next to the name you wish to edit. To edit performance information, click the Performance link. To delete a program, click the Delete link.' Below this, there is a table with one row: 'Renewable Sustainable Energy'. To the right of this row are links for 'Edit', 'Performance', 'Delete', and 'No'. At the bottom of the main content area, there are two buttons: 'Return To Menu' and 'View Approval'.

LOG OUT
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Home Feedback Logout Printable Version

Approval Menu
Provider Menu
Provider Search
My Account
Local Admin Entity

Provider Programs - Eastern Arizona College

Click on the Add Program button below to add a new training program. To edit an existing program, click the Edit link next to the name you wish to edit. To edit performance information, click the Performance link. To delete a program, click the Delete link.

Renewable Sustainable Energy	Edit	Performance	Delete	No
------------------------------	------	-------------	--------	----

[Return To Menu](#) [View Approval](#)

Click the **Edit** link to display the editable Program Details page.

Click the **Performance** link to display the editable Program Performance page.

Click the **Delete** link to delete the program.

Here is another example of the Provider Programs page.

The screenshot shows the 'Provider Programs - Master Chef Institute' page. It features a title 'Provider Programs - Master Chef Institute' and a paragraph of instructions: 'Click on the Add Program button below to add a new training program. To edit an existing program, click the Edit link next to the name you wish to edit. To edit performance information, click the Performance link. To delete a program, click the Delete link.' Below this, there is a table with two rows: 'Restaurant Management' and 'Sous Chef'. To the right of these rows are links for 'Edit', 'Performance', 'Delete', and 'LANApr' for the first row, and 'Edit', 'Performance', 'Delete', and 'NewPend' for the second row. At the bottom of the main content area, there are two buttons: 'Add Program' and 'Return To Menu'.

Provider Programs - Master Chef Institute

Click on the Add Program button below to add a new training program. To edit an existing program, click the Edit link next to the name you wish to edit. To edit performance information, click the Performance link. To delete a program, click the Delete link.

Restaurant Management	Edit	Performance	Delete	LANApr
Sous Chef	Edit	Performance	Delete	NewPend

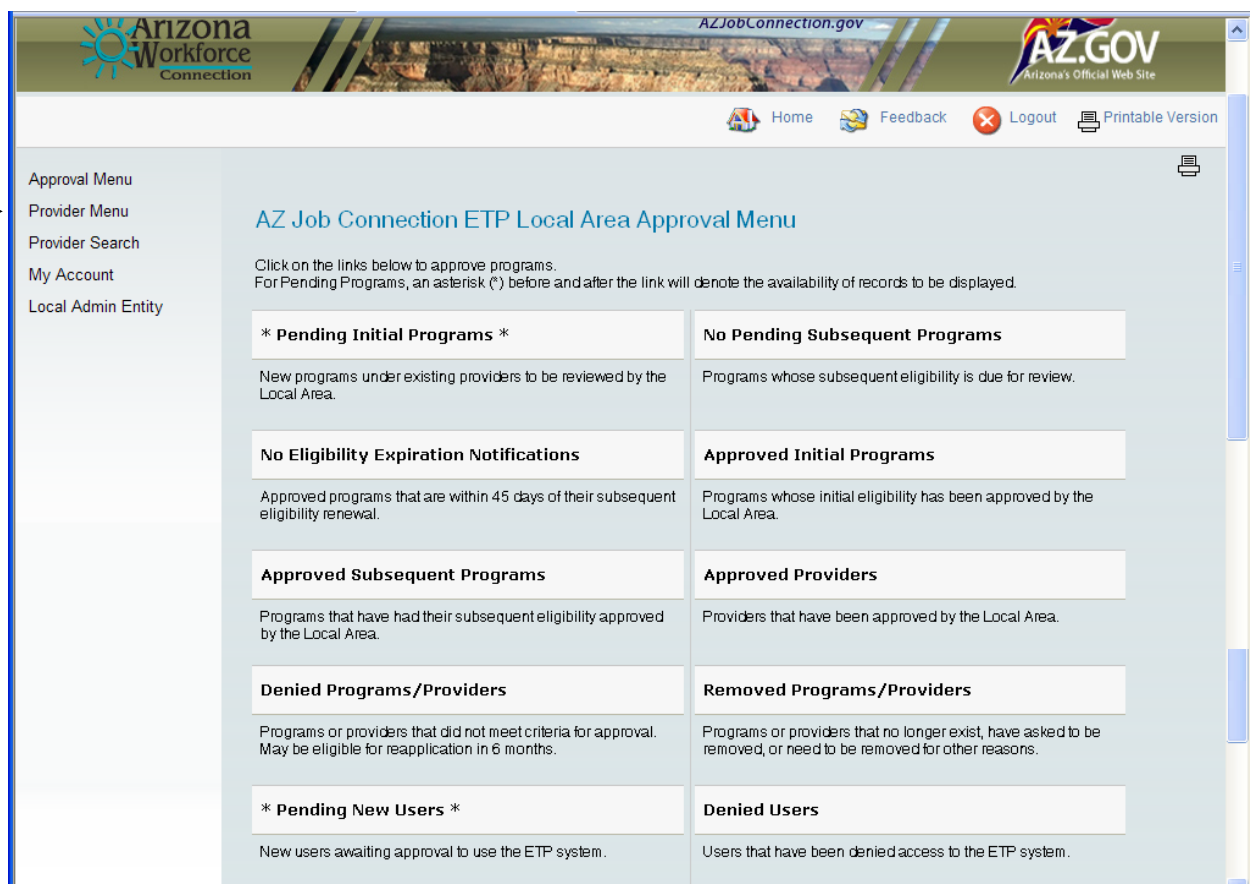
[Add Program](#) [Return To Menu](#)

REMOVE OR DENY APPROVED PROGRAMS

Overview

Removals: The flow in ProviderLink is designed for local areas to monitor eligibility dates and expirations and remove programs if eligibility has expired, and then for the state administrator to remove the program. Approved programs must be removed by the local area when eligibility expires and no application for subsequent eligibility has been received.

To monitor eligibility, go to the **Approved Initial Programs** and **Approved Subsequent Programs** queues.



The screenshot shows the 'AZ Job Connection ETP Local Area Approval Menu' interface. The header includes the 'Arizona Workforce Connection' logo, 'AZJobConnection.gov', and the 'AZ.GOV' logo. A navigation bar contains links for Home, Feedback, Logout, and Printable Version. The left sidebar menu includes Approval Menu, Provider Menu, Provider Search, My Account, and Local Admin Entity. The main content area is titled 'AZ Job Connection ETP Local Area Approval Menu' and contains a list of links to approve programs. Below this, there are ten boxes arranged in two columns, each representing a different queue or status:

* Pending Initial Programs *	No Pending Subsequent Programs
New programs under existing providers to be reviewed by the Local Area.	Programs whose subsequent eligibility is due for review.
No Eligibility Expiration Notifications	Approved Initial Programs
Approved programs that are within 45 days of their subsequent eligibility renewal.	Programs whose initial eligibility has been approved by the Local Area.
Approved Subsequent Programs	Approved Providers
Programs that have had their subsequent eligibility approved by the Local Area.	Providers that have been approved by the Local Area.
Denied Programs/Providers	Removed Programs/Providers
Programs or providers that did not meet criteria for approval. May be eligible for reapplication in 6 months.	Programs or providers that no longer exist, have asked to be removed, or need to be removed for other reasons.
* Pending New Users *	Denied Users
New users awaiting approval to use the ETP system.	Users that have been denied access to the ETP system.

View the state approval date in the Approved Date (S/L) column. If the eligibility has expired, remove the program.

The screenshot shows the Arizona Workforce Connection web application. The header includes the Arizona Workforce Connection logo, the State of Arizona AZJobConnection.gov logo, and the AZ.GOV logo. The navigation menu on the left includes: Approval Menu, Provider Menu, Provider Search, My Account, and Local Admin Entity. The main content area is titled 'Approved Initial Programs (1 to 2 of 2)'. It contains a text block stating: 'This is a list of all approved initial programs. Click on the Program Name to view and deny the program, or enter a full or partial provider name to search for a provider.' Below this is a search box labeled 'Provider Name:'. A table follows with three columns: Provider Name, Program Name, and S/A Date. The table contains two rows of data. At the bottom of the table are two buttons: 'Provider Menu' and 'Approval Menu'.

Provider Name	Program Name	S/A Date
A College Now	MS Office 2010	09/16/2011
IT College	Information Technology for Businesses	10/21/2011

The Eligibility Expiration Notifications queue can also be used to monitor eligibility expirations. Programs display in the Eligibility Expiration Notifications queue forty-five days before eligibility expires. Eligibility expiration is determined by the state approval date.

Denials: Approved programs are denied only if the program is not in compliance with the training provider assurances. This is highly unlikely, but possible. The navigation is the same as for a removal.

This is critical. Distinguish between denial of a program during the process of reviewing the application for eligibility: of course programs can be denied at that time. What we're talking about here is a program that was approved, but you later find out that the provider is not in compliance with the assurances to which they agreed at application. This would be denial of an approved program.

Return to the Home Page.

REMOVE EXPIRED APPROVED PROGRAM

From the Home Page, Click on the Approved Initial Programs link and remove an approved program according to the instructions below.

Click the Approved Initial Programs link on the Approval Menu. The Approved Initial Programs page displays.

Approval Menu
Provider Menu
Provider Search
My Account
Local Admin Entity

AZ Job Connection ETP State Administrator Approval Menu

Click on the links below to view or update Eligible Training Provider information.
For Pending Programs/Users/Providers, an asterisk (*) before and after the link will denote the availability of records to be displayed.

* Pending Initial Providers * New providers that need to be reviewed by the State Administrator.	Approved Providers Providers that have been approved by the State Administrator.
* Pending Initial Programs * New programs under existing providers awaiting review by the State Administrator.	Approved Initial Programs Programs whose initial eligibility has been approved by the State Administrator.

The Approved Initial Programs page has three columns:

- Provider Name
- Program Name
- State Approval is the date the state administrator approve the program.

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Home Feedback Logout Printable Version

Approval Menu
Provider Menu
Provider Search
My Account
Local Admin Entity

Approved Initial Programs (1 to 2 of 2)

This is a list of all approved initial programs.
Click on the Program Name to view and deny the program, or enter a full or partial provider name to search for a provider.

Provider Name:

Provider Name	Program Name	S/A Date
A College Now	MS Office 2010	09/16/2011
IT College	Information Technology for Businesses	10/21/2011

Provider Menu Approval Menu

The following example is for Approved Initial Programs. The navigation for Approved Subsequent Programs is the same as for Approved Initial Programs.

Click a link in the **Provider Name** column. The Training Provider Details page displays. Review the information. Click the Save/Return button. At the bottom of the screen.

The screenshot shows a web application interface for the State of Arizona. The header includes the Arizona Workforce Connection logo, the State of Arizona logo with the URL AZJobConnection.gov, and the AZ.GOV logo. A navigation bar contains links for Home, Feedback, Logout, and Printable Version. The main content area is titled "Training Provider Details - A College Now" and contains a form for entering basic information for the training provider. The form includes fields for Local WIB Number, Identifier Number, Training/Education Institution Name, Training/Education Institution Address, and Training/Education Institution City. A sidebar on the left contains a menu with links for Approval Menu, Provider Menu, Provider Search, My Account, and Local Admin Entity. A "LOG OUT" button is located in the top right corner.

LOG OUT
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AZJobConnection.gov

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Arizona's Official Web Site

Home Feedback Logout Printable Version

Approval Menu
Provider Menu
Provider Search
My Account
Local Admin Entity

Training Provider Details - A College Now

Enter basic information for the training provider.

* indicates a required field

Local WIB Number 1

Identifier Number 1384

* Training/Education Institution Name A College Now

* Training/Education Institution Address 9287 E. College St.

* Training/Education Institution City Flagstaff

* Training/Education Institution City

Click a link in the Program Name column. The Program Description page displays. Review the information. Click the Save/Return button. The Program Performance page is displayed.

The screenshot shows a web application interface for the Arizona Workforce Connection. At the top, there is a header banner with the Arizona Workforce Connection logo on the left, the State of Arizona logo and 'AZJobConnection.gov' in the center, and the 'AZ.GOV' logo on the right. Below the banner, a navigation bar contains links for Home, Feedback, Logout, and Printable Version. A 'LOG OUT' link is also visible in the top right corner, with a note 'Logged in as State Etpadmin. Not State?'. On the left side, there is a vertical menu with links: Approval Menu, Provider Menu, Provider Search, My Account, and Local Admin Entity. The main content area is titled 'Program Description - A College Now'. It displays the program name 'MS Office 2010' and a note '* indicates a required field'. Below this, it says 'Describe each individual program that the training provider would like to have certified.' and shows 'WIA Approved: State Approved' and 'Last Updated: 09/16/2011'. At the bottom, there is a section titled '* This individual program of training services is: (check all that apply)' with two options: 'Single Course/Class' (checked) and 'Training Program of Multi Courses' (unchecked).

LOG OUT
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Home Feedback Logout Printable Version

Approval Menu
Provider Menu
Provider Search
My Account
Local Admin Entity

Program Description - A College Now

MS Office 2010

* indicates a required field

Describe each individual program that the training provider would like to have certified.

WIA Approved: State Approved

Last Updated: 09/16/2011

* This individual program of training services is: (check all that apply)

☒ Single Course/Class

☐ Training Program of Multi Courses

Review the information on the Program Performance page, if needed. Click the Save/Continue button. The Local Area Status Review page displays.

- a. To return without removing or denying the program, click the Return to List button. The program will remain in the Approved Initial Programs queue.
1. This page has two sections: Local WIB/Administrative Entity (display only) and Local Review. Complete this page as described in
2. , except select **Remove** in the Status field.

Approved Initial Programs (1 to 4 of 4)

Approved Initial Programs For Local Area 7

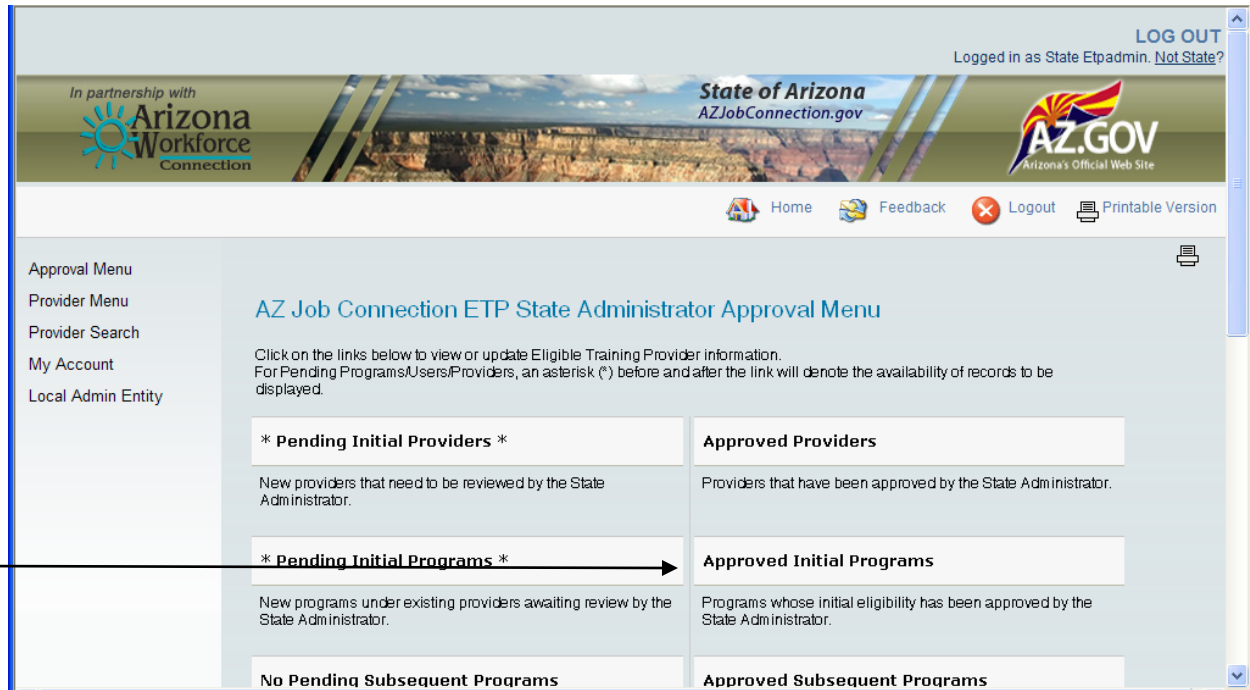
This is a list of approved initial programs that have not yet reached their renewal date.
Click on the **Program Name** to deny the program, or enter a full or partial provider name to search for a provider.

Provider Name:

Provider Name	Program Name	Appr Date (S/L)
A College Now	MS Office 2010	09/16/2011 State
Clark County Community College	Accounting Clerk	01/11/2011 Local
IT College	Information Technology for Businesses	10/21/2011 State
Master Chef Institute	Restaurant Management	10/20/2011 Local

DENY APPROVED PROGRAM

From the Home Page, Click on the Approved Initial Programs to display the list of Approved Initial Programs.



Practice denying an approved program according to the instructions below.

If you don't know if the program is initial or subsequent, you can check both Approved Initial Program and Approved Subsequent Programs, or you can conduct a provider search and navigate to the provider programs page.

The provider programs page displays the status. Once you determine the status, you can navigate to the appropriate queue.

To see the status, Click on the Program name link (not the Program Name title).

LOG OUT
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Home Feedback Logout Printable Version

Approval Menu
Provider Menu
Provider Search
My Account
Local Admin Entity

Approved Initial Programs (1 to 2 of 2)

This is a list of all approved initial programs.
Click on the Program Name to view and deny the program, or enter a full or partial provider name to search for a provider.

Provider Name:

Provider Name	Program Name	S/A Date
A College Now	MS Office 2010	09/16/2011
IT College	Information Technology for Businesses	10/21/2011

Provider Menu Approval Menu

The Approved Programs pages have three columns:

- Provider Name
- Program Name, and
- State Approved Date.

Click a link in the Program Name column. The Program Description page displays. Review the information. Click the Save/Return button. The Program Performance page displays.

LOG OUT
Logged in as State Etpadmin. [Not State?](#)

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Home Feedback Logout Printable Version

Approval Menu
Provider Menu
Provider Search
My Account
Local Admin Entity

Program Description - A College Now

MS Office 2010

* indicates a required field

Describe each individual program that the training provider would like to have certified.

WIA Approved: State Approved

Last Updated: 09/16/2011

- Performance may not be required for initial eligibility.
- Performance may not be required for subsequent eligibility depending on state policy and procedure.

Review the information on the Program Performance page. Click the Save/Continue button. The Local Area Status Review page displays.

Click on the Program name link will take you back to the Program Description page with the program status.

LOG OUT
Logged in as State Etpadmin. [Not State?](#)

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Home Feedback Logout Printable Version

Approval Menu
Provider Menu
Provider Search
My Account
Local Admin Entity

Program Description - A College Now

MS Office 2010

* indicates a required field

Describe each individual program that the training provider would like to have certified.

WIA Approved: State Approved

Last Updated: 09/16/2011

If the provider is not in compliance with the assurances, and you need to remove all programs and the provider, request that the state administrator deny the provider. Denying the provider will set all programs to non-WIA status.

The following example is for **Approved Initial Programs**. The navigation for Approved

Subsequent Programs is the same as for Approved Initial Programs.

Navigate to either the Approved Initial or Approved Subsequent Programs, as appropriate, to locate the program to deny.



If you don't know the status of the program, you can check both queues, or you can conduct a Provider Search and navigate to the Provider Programs page. The Provider Programs page displays the status. Once you determine the status, you can navigate to the appropriate queue.

To return without approving or denying the program, click the Return to List button. The program will remain in the Approved Initial Programs queue.

It is not recommend that local areas edit or delete provider account information or program information.

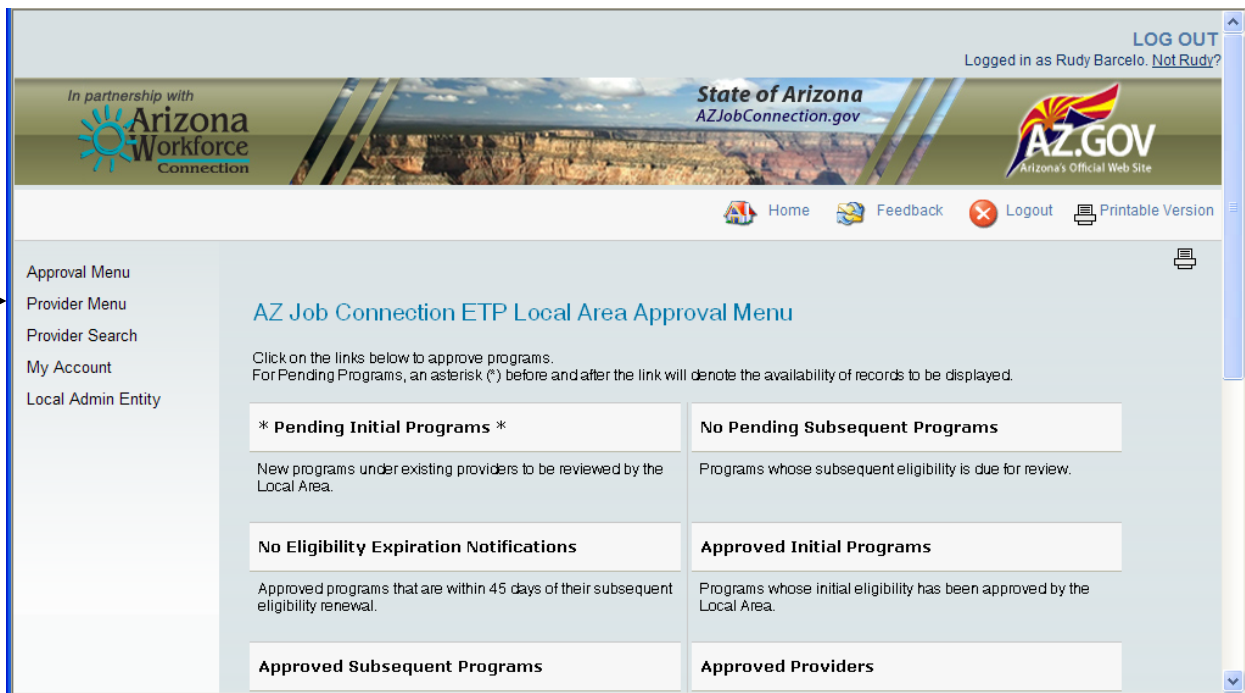
This is for informational purposes only

View/Edit/Delete Provider

Practice Add Provider then View/Edit/Delete Provider. Conduct searches to find a provider to edit and then delete. Instruct trainees to add a provider

Log back to display the AZ Job Connection ETP Local Area Approval Menu.

Click on **Provider Menu**.



The screenshot displays the 'AZ Job Connection ETP Local Area Approval Menu' on the AZ.GOV website. The page is logged in as Rudy Barcelo. The sidebar on the left contains the following links: Approval Menu, Provider Menu, Provider Search, My Account, and Local Admin Entity. The main content area is titled 'AZ Job Connection ETP Local Area Approval Menu' and includes the following sections:

- * Pending Initial Programs ***: New programs under existing providers to be reviewed by the Local Area.
- No Pending Subsequent Programs**: Programs whose subsequent eligibility is due for review.
- No Eligibility Expiration Notifications**: Approved programs that are within 45 days of their subsequent eligibility renewal.
- Approved Initial Programs**: Programs whose initial eligibility has been approved by the Local Area.
- Approved Subsequent Programs**
- Approved Providers**

For View, Edit, and Delete functions for programs, use the instructions below.

Click on

- **Provider Search** to display the **Training Provider** page.
 - Enter a provider name, county, zip code or other location information to identify a provider
- At the bottom of the page Click on
 - **Search for Provider**
- You will then see the **Training Providers** page with several providers listed
 - Select a provider from the list and Click on that provider link

The screenshot shows a web application interface for searching training providers. On the left is a vertical navigation menu with the following items: Approval Menu, Provider Menu, Provider Search, My Account, and Local Admin Entity. An arrow points from the left to the 'Provider Search' menu item. The main content area is titled 'Training Provider Search' and contains the following text: 'Please enter your search criteria in the fields below.' and 'To search for a specific training provider or list of training providers, complete any of the search criteria fields listed below. Click the 'Search For Provider' button when finished.' Below this text are several search fields: 'Provider ID' (text input), 'Program Type' (dropdown menu), 'Provider Name Contains' (text input), 'Provider Name Starts With:' (text input), 'Provider Type' (dropdown menu), 'Location' (dropdown menu), 'Zip Code Begins With' (text input), 'County' (dropdown menu with 'Maricopa' selected), and 'Local Area' (dropdown menu). An arrow points from the left to the 'County' dropdown menu. A vertical scrollbar is visible on the right side of the main content area.

Search for Provider.

Location

Zip Code Begins With

County **Maricopa**

Local Area

Program Name Contains

Approved Programs

WIA Youth Providers ☐

Order By **Provider Name**

Search for Provider

Training providers will display based on your search criteria.

LOG OUT
Logged in as Rudy Barcelo. [Not Rudy?](#)

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[Home](#) [Feedback](#) [Logout](#) [Printable Version](#)

Training Providers

A complete listing of training providers is listed below. You may view details for a provider by clicking a provider name. You may click on the Provider Name, County, Area, City, Zip Code, or Last Updated headings to sort the providers in the selected order.

Provider Name	County	Area	City	Zip Code	Last Updated
(ACTI) Adult Caregiver Training Institute	Maricopa	7	Glendale	85307	12/04/11
ABC Test Provider	Maricopa	7	Scottsdale	85258	12/04/11
Academy of Nail Technology/Samuel Solutions Inc	Maricopa	7	Phoenix	85028	12/04/11
Accord Health Care Institute	Maricopa	7	Phoenix	85019	12/04/11

You will go to the **General Training Provider** Information page.



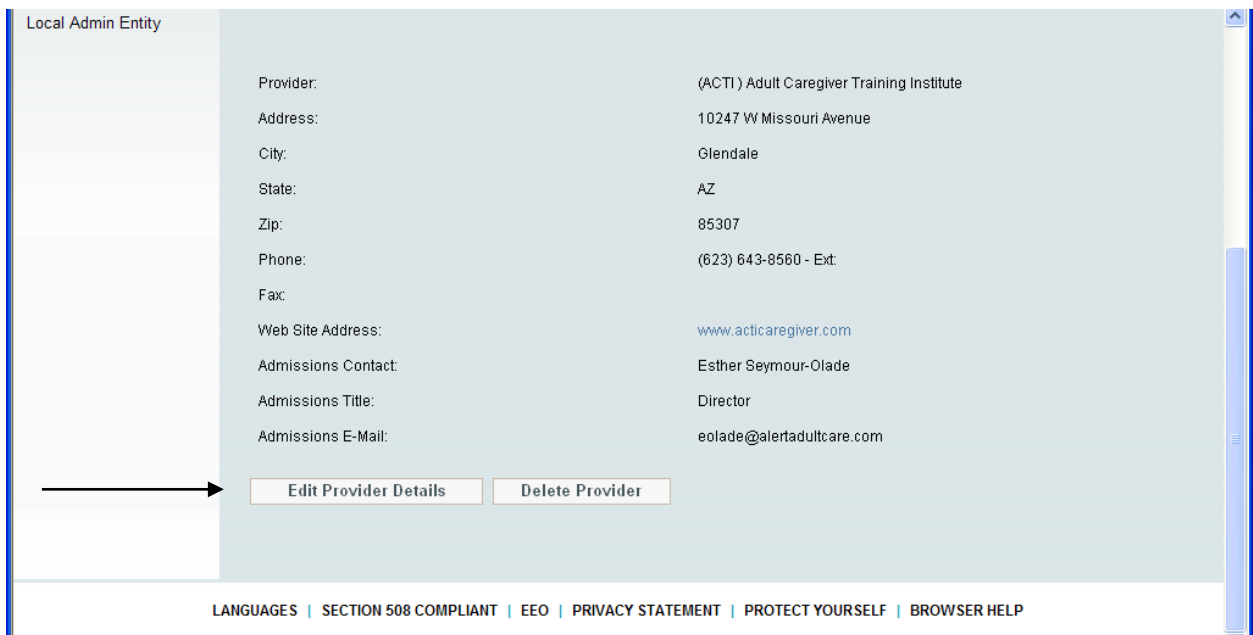
Approval Menu
Provider Menu
Provider Search
My Account
Local Admin Entity

General Training Provider Information

Detailed training provider information is listed below.

Provider:	Eastern Arizona College
Address:	615 N. Stadium Ave.
City:	Thatcher
State:	AZ
Zip:	85552
Phone:	(928) 428-8215 - Ext:
Fax:	

At the bottom of this page you can edit and delete provider information.



Local Admin Entity

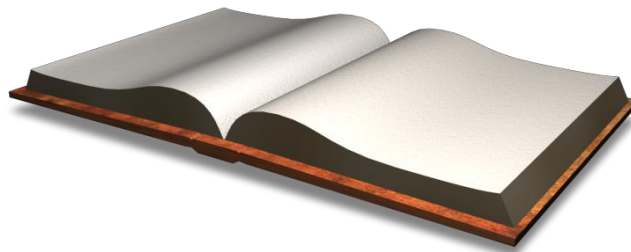
Provider:	(ACTI) Adult Caregiver Training Institute
Address:	10247 W Missouri Avenue
City:	Glendale
State:	AZ
Zip:	85307
Phone:	(623) 643-8560 - Ext:
Fax:	
Web Site Address:	www.acticaregiver.com
Admissions Contact:	Esther Seymour-Olade
Admissions Title:	Director
Admissions E-Mail:	eolade@alertadultcare.com

[Edit Provider Details](#) [Delete Provider](#)

LANGUAGES | SECTION 508 COMPLIANT | EEO | PRIVACY STATEMENT | PROTECT YOURSELF | BROWSER HELP

WIA ELIGIBLE TRAINING

PROVIDER TABLES



WIA ELIGIBLE TRAINING PROVIDERS TABLES – AZ JOB CONNECTION

FIELD FOR LOCAL AREA APPROVAL MENU

FIELD FOR Local Area Approval Menu		
Menu Link	Description	Trainer Narrative
Pending Initial Programs	Displays programs pending initial review.	These are programs that need to be reviewed for initial eligibility by the local area. The programs won't display as pending at the state level until after the local area had reviewed.
Eligibility Expirations Notifications	Displays programs for which eligibility expires within the next forty-five days. Expiration is calculated on the state approval date.	This queue is a tool for ETP staff to use for monitoring eligibility expirations.
Approved Subsequent Programs	Displays programs approved for subsequent eligibility, by provider. To make changes to subsequent program status, access the program record from the Approved Subsequent Programs queue. Updates cannot be made if the record is accessed any other way.	This is a list of programs approved for subsequent eligibility, listed by provider. Both the provider and program can be accessed from this queue by using the links.
Denied Programs/Providers	Displays denied programs, by provider. If the provider name is an active link, the provider is denied. If not the provider is not denied.	This is a list of providers and programs that are denied. Note that some provider names are links and some are not. If the provider name is a link, the provider is denied. If not, the provider is approved.
Pending New Users	Displays new self-service users pending approval to access ProviderLink to manage their provider and program records.	Display only.
Approved Users	Displays approved users.	Display only.

FIELD FOR Local Area Approval Menu		
Menu Link	Description	Trainer Narrative
Pending Subsequent Programs	Displays programs pending subsequent review.	These are programs that need to be reviewed for subsequent eligibility by the local area. The programs won't display as pending at the state level until after the local area had reviewed.
Approved Initial Programs	<p>Displays programs approved for initial eligibility, by provider.</p> <p>To make changes to initial program status, access the program record from the Approved Initial Programs queue. Updates cannot be made if the record is accessed any other way.</p>	This is a list of programs approved for initial eligibility, listed by provider. Both the provider and program can be accessed from this queue by using the links.
Approved Providers	<p>Lists all approved providers: both WIA-approved and non-WIA approved.</p> <p>To make changes to the provider's status, access the provider record from the Approved Providers queue. Updates cannot be made if the record is accessed any other way.</p>	This is a list of providers approved for display in AJC. Not all providers approved for display in AJC are WIA-approved providers. The original design of ProviderLink was to display both. Since Arizona is using ProviderLink for WIA-approved providers only, the providers in this queue should have at least one WIA-approved program.
Removed Programs/Providers	Displays removed programs, by provider. If the provider name is an active link, the provider is removed. If not, the provider is not removed.	<p>This is a list of providers and programs that are removed.</p> <p>Again, some provider names are links and some are not. If the provider name is a link, the provider has been removed. If not, the provider is approved.</p>
Denied Users	Displays denied users.	Display only.

FIELD FOR Local Area Approval Menu		
Menu Link	Description	Trainer Narrative
Denied Users	Displays denied users.	Display only.
Provider Menu	Links to the Provider Menu.	

FIELD FOR PROVIDER MENU

FIELD FOR Provider Menu		
Menu Link	Description	Trainer Narrative
General Information	Displays non-editable provider information.	
Provider Update	Displays the first page of the provider record, editable. Users can continue through the provider record pages to edit as needed. Users cannot approve, deny, or remove a provider here.	
Programs	Displays a list of the provider's programs if a provider is in context.	If you go to the Provider Menu with a provider in context, you'll need to conduct a Provider Search, or otherwise select a provider to establish context.
Approval Menu	Links to the Approval Menu.	This is the menu we just went through; each has a link to the other, plus navigation is available in the main menu.
Add Provider	Displays the first page of the provider record, for adding a new provider.	Use this option to add a new provider. Although a search is not required - as is required for clients and employers - make sure to conduct a search and determine that a record does not already exist.
Local Area Account	The Local Area Account option links to the My Account page.	

FIELD FOR TRAINING PROVIDER SEARCH

FIELD FOR Training Provider Search		
Field	Valid Entries	Trainer Narrative
Provider ID	Text box; enter the Provider ID.	Later in the training, we'll learn that the Provider ID is a consecutive number generated by the system when a new provider is added.
Program Type	Dropdown; select the Program Type. The options listed in the dropdown are from the CIP (Classification of Instructional Programs) codes assigned to each program.	
Provider Name Contains	Text box; enter a word or words contained in the provider name.	
Provider Name Starts With	Text box; enter a word or words that the provider name starts with.	
Provider Type	Drop down; select the Provider Type from the drop down. Options are: Charitable/Faith-Based Organization Public Community/Technical School/College College/University (Four Year) Community-Based Organization Employer Government Agency Labor Union Private Career School/College Private Corporation Other	
Location	Drop down; select a city area location or specific city from the dropdown.	
Zip Code Begins With	Text box; enter one of more digits of the zip code.	
County	Drop down; select a county from the drop down.	
Local Area	Drop down; select a local area from the dropdown.	
Program Name Contains	Text box; enter one or more words in the program name.	

FIELD FOR TRAINING PROVIDER DETAILS

FIELD FOR Training Provider Details	
Field	Valid Entries
Local WIB Number	Display only; generated and displays after the page is saved. The Local WIB Number is generated based on the provider's zip code.
Identifier Number	Display only; generated and displayed after the page is saved. The Identifier Number (Provider ID) is a consecutive number generated by PROVIDERLINK. If the Training Agent ID and Vendor ID are not entered, PROVIDERLINK generates the same number for all three ID's.
Training/Education Institution Name	Text box; enter the name of the institution. Institutions can (and often will) have more than one record in ProviderLink. Emphasize: Take care to use the name consistently. For example, if the name if Hamilton Area Community College, one record may read Hamilton ACC, another may read HACC, and another Hamilton Area Community College.
Training/Education Institution Address	Text box; enter the full street address for the institution. This address is used by the public to map the location and get directions. If a mailing address is used, such as a PO Box number, AJC can't map.
Training/Education Institution City	Text box; enter the city where the institution is located.
Training/Education Institution State	Dropdown; select the state where the institution is located from the dropdown.
Training/Education Institution Zip Code	Text box; enter the zip code of the institution.
Training/Education Institution County	Dropdown; select the county where the training institution is located.
Training/Education Institution Telephone Number	Text box; enter the telephone number for the institution.
Training/Education Institution Fax Number	Text box; enter the fax number for the institution.
General Email Address	Text box; enter an email address to which the public can address general information inquiries. Not a required field.

FIELD FOR TRAINING PROVIDER DETAILS

FIELD FOR Training Provider Details	
Field	Valid Entries
Website Address	Text box; enter the website address for the institution. Not a required field.
Website Link	Display only. If a website address is entered, the URL displays as a link when the page is saved.
FEIN	Text box; enter the FEIN (Federal Employer Identification Number) for the institution.
Training Agent ID	Text box; enter the Training Agent ID. If the Training Agent ID field is not entered, PROVIDERLINK will assign the Training Agent ID when the page is saved. (PROVIDERLINK generates consecutive Provider ID's for each record entered. The Training Agent ID and Vendor ID generated will be the same number as the Provider ID.) The Training Agent ID is entered on the Service Details page in ServiceLink.
Vendor ID	Text box; enter the Vendor ID. If the Vendor ID field is not entered, PROVIDERLINK will assign the Vendor ID when the page is saved. (PROVIDERLINK generates consecutive Provider ID's for each record entered. The Training Agent ID and Vendor ID generated will be the same number as the Provider ID.) The Vendor ID is used to identify Vendors in FiscalLink.
Contact Person	Text box; enter the full name of the contact person.
Contact Address	Text box; enter the full address of the contact person.
Contact City	Text box; enter the city where the contact person is located.
Contact State	Dropdown; select the state where the contact person is located from the dropdown.
Contact Zip Code	Text box; enter the zip code of the contact person.
Contact Telephone Number	Text box; enter the telephone number for the contact person.
Contact Fax Number	Text box; enter the fax number for the contact person.
Contact Email Address	Text box; enter an email address for the contact person.
Institution/Organization Type	Dropdown; select an option to indicate the type of institution. Options are: Charitable/Faith-Based Organization Public Community/Technical School/College College/University (Four Year) Community-Based Organization Employer Government Agency Labor Union

FIELD FOR Training Provider Details	
Field	Valid Entries
	Private Career School/College Private Corporation Other
Approved WIA Youth Services Provider	Select Yes or No.

FIELD FOR [PROVIDER] ELIGIBILITY

Field for [Provider] Eligibility	
Fields	Valid Entries
Postsecondary eligible to receive Title IV funds from Higher Education Act (HEA) and provides an associate degree, baccalaureate degree, or certificate	<p>Checkboxes; check all valid options. Options are:</p> <p>Public Private Non-Profit Sectarian</p>
Postsecondary not providing an associate degree, baccalaureate degree, or certificate	
Registered Apprenticeship Program Under National Apprenticeship Act	
Non-Registered Apprenticeship Program	
Community-Based Organization	
Joint Vocational School	
Proprietary School	
Other (Identify Below)	
Other (Please specify if selected above.)	Text box; enter a description of the type of training institution. Required if one of more of the checkboxes in Other is checked.
Associate Degree	<p>Select Yes or No for each type.</p>
Baccalaureate Degree	
Certificate	
License	
Competency of Skill Recognized by Employer	
Additional Skills or Competencies Generally Recognized by Employers	
Other (Please see below.)	
Other (Please specify if selected above.)	Text box; enter a description of the Other type of Degrees Offered. Required if Other is Yes.

FIELDS FOR DEBARMENT

Fields for Debarment	
Field	Valid Entries
None of the fields on the Debarment page are required. If the provider is not listed on a debarment list, simply click Save/Continue and proceed.	
Is your training/education institution listed on any state or federal debarment lists?	Select Yes or No.
Name of First Debarment List	Text box; enter the name of the first debarment.
Date of First Inclusion	Text box; enter the date of first inclusion in the mm/dd/yyyy format.
Name of Second Debarment List	Text box; enter the name of the second debarment.
Date of Second Inclusion	Text box; enter the date of second inclusion in the mm/dd/yyyy format.
Name of Third Debarment List	Text box; enter the name of the third debarment.
Date of Third Inclusion	Text box; enter the date of third inclusion in the mm/dd/yyyy format.

FIELDS FOR INSTITUTION INFO

Fields for Institution Info	
Field	Valid Entries
Accredited	Select Yes or No.
Accredited By	Textbox; enter name of accreditation entity.
Approved	Select Yes or No.
Approved By	Textbox; enter name of approval entity.
Registered	Select Yes or No.
Registered With	Textbox; enter name of registration entity.
Licensed	Select Yes or No.
Licensed By	Textbox; enter name of licensure entity.
Does your institution have a tuition refund policy?	Select Yes or No.
Does your institution have access to or offer the following financial aid?	Select Yes or No.
Federal Grants	Select Yes or No.
List	Text box; list federal grants.
State Grants	Select Yes or No.
List	Text box; list state grants.
Local Grants	Select Yes or No.
List	Text box; list local grants.
Scholarships	Select Yes or No.
List	Textbox; list scholarships.
Fellowships	Select Yes or No.
List	Text box; list fellowships.
Training/Education Institution Grants	Select Yes or No.
List	Text box; list training/education institution grants.

FIELDS FOR PROVIDER PROGRAM

Fields for Provider Program	
Field	Valid Entries
WIA Approved	Display only; displays the status of the program.
Do you wish to apply for WIA Approval?	Select Yes or No.
Last Updated	Display only; displays date of last update to the program, not the status. The date of state administrator approval displays on the Provider Programs page. Displays after the page is saved.
This individual program of training services is: (Check all that apply.)	Checkboxes; check all that apply. Options are: Single Course/Class; Training Program of Multi-Courses; Non-traditional for Women
Local WIB Number	Display only; displays after the page is saved. The Local WIB Number is generated from the zip code on the program.
Program Name or Single Course/Class Title	Text box; enter the name of the program or course.
Program Synopsis	Text box; enter a synopsis of the program.
Curriculum Competency Based	Text box; if the curriculum is competency-based, describe the competencies.
Prerequisites	Text box; enter or list the prerequisites.
Total Credit/Curriculum Hours	Text box; enter the number of credit or curriculum hours.
Total Number of Training Weeks	Text box; enter the number of weeks needed to complete the program/course.
Training Location	Text box; enter the street address of the training location.
County	Drop down; select the county where the training is located.
Zip Code	Text box; enter the zip code where the training is located.
Program Length	Drop down; select the program length. The program length indicates the type of periods for the training. For example, if the training is offered by the Semester, but takes two semesters to complete, select Semester. The total length of the training is indicated by Total Credit/Curriculum Hours and/or Total Number of Training Weeks. Options are Quarter; Semester; Trimester; and Other.
Type of Attainment	Text box; enter the type of attainment: diploma; certificate; ETC.
Type of Financial Aid Offered	Text box; enter the type of financial aid for which this program is eligible.
Refund Policy	Text box; enter a description of the provider's refund policy for this program.
Program Cost Items	
In-State/District Tuition	Text box; enter the cost.
[Description]	Text box; enter a description of the cost. If district, name the district.
Out-of-State/District Tuition	Text box; enter the cost.

Fields for Provider Program	
Field	Valid Entries
[Description]	Text box; enter a description of the cost. If district, name the district.
Registration Fee	Text box; enter the cost.
[Description]	Text box; enter a description of the cost. If the fee is due for each semester and the program is more than one semester, describe.
Books (Estimated)	Text box; enter the cost.
[Description]	Text box; enter a description of the cost. If the cost for books is for one semester, and the program is more than one semester, describe.
Supplies/Materials/Hand Tools (Not Included in Tuition)	Text box; enter the cost.
[Description]	Text box; enter a description of the cost. List the supplies, materials, and hand tools required and the student's estimated cost. If the cost is for one semester, and the program is more than one semester, describe. Include all costs: art supplies for art classes; fuel charges for truck driving; ETC.
Testing/Exam Fees	Text box; enter the cost.
[Description]	Text box; enter a description of the cost. Indicate when the testing fees are due: before or after the training, and to whom they are paid. For example, network administrator certification exams are administered by a third party and the student is required to pay the third party to take the exam.
Other	Text box; enter the cost.
[Description]	Text box; enter a description of the cost. List and describe any other costs. If the cost for books is for one semester, and the program is more than one semester, describe.
Curriculum	
Certified	Select Yes or No. If the curriculum is certified by an accrediting entity or national standardization program, select yes.
Authorizing Entity	Text box; required if Certified is yes. Enter the name and/or description of the entity.
Occupations	
Program Type Title	Display only; displays the CIP title after the CIP is selected.
Program Type	Text box. Use the CIP Lookup button to search for and select the CIP. The CIP should be provided by the training provider.
Occupation Title (O*Net SOC) Title	Display only; displays the O*Net title after the O*net is selected.
Occupation Title (O*Net SOC)	Text box. Use the O*Net button to search for and select an occupation for which this program prepares the student.
Hourly Wage 1	Enter the hourly wage for an entry-level employee in this occupation.
Required Certification 1	Enter a description of any certifications required to enter employment in this occupation.

Fields for Provider Program	
Field	Valid Entries
Occupation Title (O*Net SOC) Title	Display only; displays the O*Net title after the O*net is selected.
Occupation Title (O*Net SOC)	Text box. Use the O*Net button to search for and select an occupation for which this program prepares the student.
Hourly Wage 2	Enter the hourly wage for an entry-level employee in this occupation.
Required Certification 2	Enter a description of any certifications required to enter employment in this occupation.

FIELDS FOR PROGRAM PERFORMANCE (CURRENTLY NOT USED BY DES)

Fields for Program Performance	
Field	Valid Entries
Program Performance For All Students	
Begin Date	Enter the begin date of the performance period in the mm/dd/yyyy format.
End Date	Enter the end date of the performance period in the mm/dd/yyyy format.
Number Participated	Enter the number of students who participated in the program.
Number Completed	Enter the number of students who completed the program.
Completed Percent	Display only; Completed Percent is calculated from Number Participated and Number Completed.
Number Employed After Leaving the Program	Enter the number employed after leaving the program.
Employed Percent	Display only; Employed Percent is calculated from Number Participated and Number Employed.
Average Hourly Wage at Placement	Enter the average hourly wage for those entering employment.
Completed Percent	Enter Completed Percent. Do not enter Completed Percent if Number Participated and Number Completed are entered.
Employed Percent	Enter Employed Percent. Do not enter Employed Percent if Number Participated and Number Employed are entered.
WIA Participant Performance	
Begin Date	Enter the begin date of the performance period in the mm/dd/yyyy format.
End Date	Enter the end date of the performance period in the mm/dd/yyyy format.
Completed	Enter the number of participants who completed the program.
Employed	Enter the number of participants who entered employment following participation in the program.
Employed Percent	Display only; Employed Percent is calculated from Completed and Employed.
Employed > 6 Months	Enter the number of participants who entered employment following participation in the program and were employed for more than six months.
Employed > 6 Months Percent	Display only; Employed > 6 Months Percent is calculated from Employed and Employed > 6 Months.
Average Hourly Wage > 6 Months	Enter the average hourly wage for participants employed more than six months.
Attained More Skills	Enter the number of participants who attained more skills.
Attained More Skills Percent	Display only; Attained More Skills Percent is calculated from Completed and Attained More Skills.

Fields for Program Performance	
Field	Valid Entries
Employed Percent	Enter Employed Percent. Do not enter Employed Percent if Completed and Employed values are entered.
Employed > 6 Months Percent	Enter Employed > 6 Months Percent. Do not enter Employed > 6 Months Percent if Employed and Employer > 6 Months values are entered.
Attained More Skills Percent	Enter Attained More Skills Percent. Do not enter Attained More Skills Percent if Completed and Attained More Skills values are entered.